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MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

July 12, 2004

The Annual Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, July 12, 2004 at 2:00 p.m. at the Riverside Branch Library.

The following members were present:

Mr. Albert	Mr. Ray
Dr. Bailey	Mr. Reustle
Dr. Byrd	Mrs. Rugeley
Ms. Chilton	Ms. Russell
Ms. Cloer	Mr. M. Smith
Mr. Kauffelt	Ms. Tarr
Ms. Poffenbarger	

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer and Ms. Angie Cash, Administrative Assistant.

Ms. Tarr, President presided. The Director served as Secretary. The Secretary reported that a quorum was present.

The President welcomed the library staff and the following guests: Ms. Bonnie Brown and Ms. Ann Calvert, both West Virginia State Delegates, Ms. Virginia Roberts and Mr. Bedford Roberts, representing Dan Foster, Delegate, Mr. Jim Crawford, President, Kanawha County Board of Education, Ms. Marian Hansford and Ms. Betty

Sheppard, Marmet Advisory Board, Ms. Sherry Swiney, Clendenin Advisory Board, Ms. Billie Sue Basford, Glasgow Advisory Board, Mr. Ned Rose and Ms. Karen Lukens, Library Foundation Board members, Ms. Katy White, member of the Steering Committee of the Friends of the Library and Mr. Bruce Moss, KCPL Building Committee.

Ms. Tarr stated that the Library is celebrating its 95th anniversary this year. She also noted that the Riverside Branch Library would be celebrating its 5th anniversary this week.

Approval of Minutes. Upon motion by Mrs. Rugeley, seconded by Ms. Chilton, and unanimously carried, the minutes of the June 14, 2004 meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Albert, and unanimously carried, the payment of Book Bills in the amount of \$81,209.37 and the General Bills in the amount of \$82,155.08 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of \$817.59 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Albert, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Upon motion by Dr. Bailey, seconded by Ms. Chilton and unanimously carried the following resolution was approved:

WHEREAS, Fred Ranson joined the Kanawha County Public Library system as Administrative Services Officer on August 29, 1988; and

WHEREAS, Fred Ranson has diligently, effectively and with great loyalty and integrity fulfilled the responsibilities for oversight of purchasing, financial record keeping, security and upkeep of all buildings and grounds; and

WHEREAS, Fred Ranson very ably oversaw the construction of the new library facilities for Cross Lanes and Sissonville and the expansion and remodeling of the Clendenin Branch as well as the library area of the Riverside High School project; and

WHEREAS, Fred Ranson has supervised numerous building improvement projects over the years that have resulted in more functional and attractive library facilities for the public and the staff; and

WHEREAS, Fred Ranson has very capably monitored various library related bills during the annual meetings of the West Virginia Legislature; and

WHEREAS, Fred Ranson has overseen various improvements to the library's accounting practices including the compilation of a complete inventory of all pieces of furniture and equipment and during the past two years has monitored the transition to a much more sophisticated accounting system, which enabled the library system to meet new accounting standards for public agencies; and

WHEREAS, Fred Ranson has submitted notification of his intention to retire effective August 1, 2004;

NOW THEREFORE BE IT RESOLVED, That the Board of Directors of the Kanawha County Public Library recognizes with deep appreciation Mr. Ranson's years of service to the library.

AND BE IT FURTHER RESOLVED, That the Board of Directors of the Kanawha County Public Library wishes Mr. Ranson a retirement filled with good health and enjoyment of whatever areas of interest and endeavors he may choose.

AND BE IT FURTHER RESOLVED, That this resolution be spread upon the minutes of this meeting of the Kanawha County Public Library Board of Directors and copy thereof furnished to Mr. Ranson.

Virginia Rugeley was recognized for her exemplary service to the Kanawha County Public Library Board of Directors, to the Library Foundation of Kanawha County Inc. and to the Friends of the Library Foundation of Kanawha County Inc.

REPORTS OF COMMITTEES:

1. Nominating Committee. Mrs. Rugeley stated that the Nominating Committee consisted of Dr. Byrd, Ms. Chilton, Mr. Reustle and herself. Mrs. Rugeley reported that the Nominating Committee recommends the following slate of officers for the 2004/2005 fiscal year:

- Ms. Pamela Tarr – President
- Ms. Caroline Cloer – First Vice President
- Ms. Karen Gage – Second Vice President
- Ms. Linda G. Wright – Secretary/Treasurer

There being no nominations from the floor, upon motion by Mrs. Rugeley, seconded by Mr. Albert the above-named officers were elected by acclamation.

OLD BUSINESS:

None.

NEW BUSINESS:

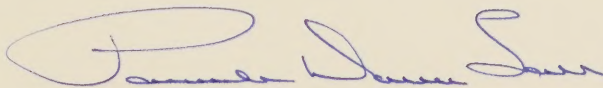
NEW BUSINESS:

Ms. Wright presented an annual report highlighting the accomplishments of the library system during the 2003/2004 fiscal year. A copy of the annual report is attached to the minutes of this meeting.

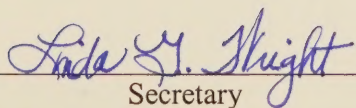
Several staff members made special presentations. Terri McDougal, Head of Children's Services, spoke about the implementation of the Leap Pad project and demonstrated the devices. Elizabeth Fraser, Head of Reference Services made a report about the "Ask a Librarian" service that was initiated several months ago. Barbara Straughter, Head of Circulation Services at the Main Library, and Linda Brumfield, Assistant Head of that department, discussed the program that has been working to reduce the number of long overdue materials.

Board member, Dr. Kenneth Bailey, also made a presentation. Dr. Bailey has been researching the library's history and compiling a book about the library. He shared some interesting facts from his research.

There being no further business the meeting was adjourned and everyone was invited to stay for refreshments.



President


Secretary

Kanawha County Public Library system



Lee and Hale
Streets, 1966



Capitol Street,
Present

Annual Report 2003-2004

Celebrating 95 Years.....



Circulation Department, 1966



Boys and Girls Department, 1966



Circulation Librarian, 1945

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Vision:

We envision the Kanawha County Public Library as the people's premier source of information in a community where learning and reading are revered and being well informed is valued.

Mission:

The mission of the Kanawha County Public Library system is:

- To provide free, equal and uncensored access to information
- To provide citizens with job training and career development information that will prepare them for a competitive job market
- To enrich individual and family lives through satisfying educational, recreational and cultural experiences
- To enable patrons to access new information technology
- To provide opportunities for lifelong learning
- To serve as the center of community life
- To use available resources efficiently
- To seek additional resources

Kanawha County
Public Library system
Board of Directors

Pamela D. Tarr, President
Caroline Cloer, First Vice President
Karen Gage, Second Vice President

Michael Albert
Kenneth Bailey
Charlene Byrd
Nelle Chilton
T. D. Kauffelt
Jennifer Pauer
Susan Poffenbarger
John L. Ray
Harry Reustle
Darrell Rolston
Virginia Rugeley
Angelia Russell
Matt Smith
Parker K. Smith, Jr.
Jerie Whitehead

Linda G. Wright, Library Director

Library Staff

Abbott, Pat	Fraser, Elizabeth	McCallister, Lynn	Stewart, Stephanie
Allen, Mary	Frazier, Stacy	McCray, Amber	Stolze, Jake
Anderson, Karen	Frercks, Sandy	McDougal, Terri	Stout, Sam
Andrews, Jean	Garbosky, Al	McGarrity, Margaret	Straughter, Barbara
Arey, Amy	Geiger, Beverly	McGraw, Nancy	Talbert, Anita
Arnett, Karen	Glasko, Heather	McKnight, Joe	Taylor, Marsha
Arnold, Monica	Goodall, Esther	McNeely, Donna	Taylor, Mary Ann
Asbury, Cassidy	Grose, Hubert	Merriken, Gail	Teaford, Ellie
Barney, Lynn	Guthrie, Kelly	Milam, Pamala	Tolliver, Jeanne
Bays, Jack	Gwinn, Paul	Miller, Cindy	Triplett, Peggy
Bennett, Debbie	Hacker, Pam	Miller, Linda	Truluck, Norma
Bess, Lea Anna	Hall, Christine	Mills, Joycelyn	Tuitt, Charlie
Bess, Nina	Hansford, Marian	Morris, Lucy	VanBibber, Alta
Blessing, Toni	Harmon, Tanisha	Mundy, Louise	Vogelaar, Kathy
Bogges, John	Harper, Betty Jane	Murphy, Susan	Wallace, Traletta
Bosley, Angela	Harper, Jessica	Naga, Kalyani	Ward, Lora
Bradshaw, Olivia	Harris, Phyllis	Naylor, Jeannie	Ward, Paula
Bravo, Olivia	Harrison, Gail	Orndorff, Marsha	Webb, Kristi
Brooks, Willie	Henstock, Marilyn	Parker, Tammy	Wells, Sandra
Brumfield, Linda	Herndon, Bridget	Patton, Sharon	Williams, David
Burdette, Jodie	Hicks, Jane	Payne, Lois	Williams, Joshua
Burgess, Bernice	Holstein, Susanna	Pennington, Kelly	Williams, Joyce
Burgess, Mary	Holton, Geraldine	Phillips, Annette	Wright, Linda
Burgess, Mike	Huffman, Terry	Phillips, Laura	Wright, Sara Sue
Burgess, Sara	Hughes, Jane	Pickens, Henry	
Carr, Melissa	Hunt, Jeri	Polak, Judy	
Cash, Angie	Imel, Tammy	Proctor, Wanda	
Childers, Eddie	Ingram, Monica	Randolph, Marilyn	
Christman, Carol	Irving, Linda	Ranson, Fred	
Christman, Janet	Jackson, Brenda	Raynes, Darla	
Clark, Garnett	Jackson, David	Raynes, Don	
Cook, Todd	Jaggers, Sharon	Reger, Pam	
Dailey, Matthew	Johnson, Andrea	Reynolds, Darlene	
Dankovich, Kim	Jones, Carrie	Reynolds, Greg	
Daugherty, Tom	Kay, Kathy	Reynolds, John	
Dawson, David	Keeling, Terry	Riecks, Alice	
Dawson, Jen	Kelly, Karen	Roark, Mickey	
Dawson, Penny	Kenyon, Peggy	Rodriguez, Liz	
Decker, Sheryl	Kidd, Kevin	Ross, Jerry	
Duff, Kim	Knowlton, Vicki	Ross, Katie	
Eck, Samantha	Lacaria, Linda	Saluta, Jane	
Faber, Shannon	Lane, Cindy	Samples, Vicky	
Falin, Lori	Lawrence, Linda	Savage, Mary	
Feldman, Peggy	Lindberg, Ethel	Saylor, Susan	
Ferguson, Denise	Linde, Tim	Schau, David	
Ferrell, Betsi	Lloyd, Travis	Schles, Jean	
Ferrill, Kay	Lucas, Mary Lou	Shafer, Faye	
Finney, Ronnie	Mack, Lisa	Sias, Jennifer	
Flowers, Nancy	Marslender, Dan	Smyth, Shirley	
Foster, Teresa	May, Pam	Spiegler, Julie	

2003/2004 Statistics

Total patrons registered as of June 30, 2004	114,628
Total items in the collection as of June 30, 2004	624,099

During the 2003/2004 Fiscal Year:

Items circulated*	1,086,406
Patron visits to libraries	913,585
Items requested by other library systems	
from KCPL through interlibrary loan	2,823
Directional, information and reference questions answered	377,426
Number of computer users	151,878
Number of children's programs conducted	379
Number of children attending children's programs	8,585
Number of staff visits to schools and daycare centers	802
Number of children attending school/daycare visits	22,681
Number of school classes touring libraries	739
Number of people using public meeting rooms	9,638
Number of volunteer hours:	
Provided by teens	3,422
Provided by adults	874

*Includes in-house usage

Operations Highlights

- KCPL checked out over 1,086,000 items in FY 2003-2004. This is a four percent increase over the previous fiscal year. Over 910,000 visits were made to all the libraries in the system. More than 24,000 computer sessions were recorded from the public access computer stations which are available at all locations. This is a 19 percent increase over last year.
- On January 1, 2004, KCPL began offering a seven-day grace period for all overdue materials in place of Fine Free Thursdays. Under the new policy, fines are waived on any overdue item which is returned within seven days of its due date. The goals of this policy change include: increasing the availability of library materials for all patrons by reducing the number of overdue items; and encouraging patrons to honor their due dates. The new policy has been generally well received by library patrons and has significantly improved the management of the workflow in all public service areas.
- The Riverside Branch Library, Marmet Branch Library and Glasgow Branch Library have integrated their staff and have improved the sharing of their combined collection resources.
- A satellite connection was installed on the Bookmobile with the goals of allowing on-line checkouts, giving patrons access to their accounts and access to the on-line catalog.
- Sissonville Branch Library hosted a visit from Melinda Gates, co-founder of the Bill & Melinda Gates Foundation. Gates visited West Virginia to recognize the successful completion of the Foundation's initiative to improve Internet access in public libraries across the country and to announce a \$424,000 Staying Connected grant to the West Virginia Library Commission.
- Staff members working on the second floor of the Main Library now use walkie-talkies to remain in contact with the Circulation Desk and other departments.
- In July 2003, the Main Library Public Service departments began a collaborative venture for checking in the daily delivery of returned Main Library materials from the branch libraries. This has worked very well and has provided the opportunity for better patron service by having this task performed "off desk."
- A new internal operations management oversight structure was fully implemented. The new "Council" concept provides for continual monitoring of the work of teams on various projects, as well as serving as a vehicle for staff members to make suggestions to improve the library's operations.

Collection Management Highlights

- Collection development efforts for the year included a substantial increase in the number of DVDs purchased, the first organized weeding of the video collection and the weeding of the books-on-cassette collection. In addition, over \$20,000 worth of children's materials were ordered for the system with the implementation of this year's edition of the Children's Services Collection Improvement Plan.
- The Glasgow Branch Library weeded and reorganized its complete collection of materials, making the collection more accessible for patrons and creating a more friendly atmosphere. In addition, the large print materials were relocated, making these materials more accessible.
- An 18-month branch weeding schedule was developed and implemented.
- The Technical Services staff changed approximately 4,500 items in the SIRSI catalog from item category 2 (ALL_AGES) to Adult, Juvenile or YA. After these changes were complete the staff deleted the ALL_AGES designation from the underlying SIRSI policies. This work has made it possible to run more specific, age-level reports on the use of materials.
- Technical Services staff members deleted duplicate MARC records in the SIRSI catalog for video materials (video, DVD), sound recordings (cassette, compact disc) and computer files (electronic resources, CD-ROMs). This clean-up effort provides patrons and staff with better, faster access to materials. Staff members are now at work on monograph and serial MARC record duplications.
- Using reports, staff members identified AV rotating materials packets and then entered these designations into item category 2 in the SIRSI catalog. Approximately 12,900 items were identified and edited. The completion of this project has made it possible to run reports by format and content breakdown, usage and item status.
- The Main Library's Circulation Department moved holding shelves for returned items to the lower level, thus freeing up space to expand the mystery collection.
- The West Virginia nonfiction collection was expanded to the shelves located under the windows in the new books area of the Main Library.

Programming Highlights

- Almost 3,500 children registered for the 2003 Summer Library Club, “Reading: the Great Escape,” and 1,559 children completed the program and earned T-shirts. This is an increase of 373 children registered from the 2002 Summer Library Club. Summer reading club participants read 111,396 books during this program.
- Children’s Services, along with the Elk Valley Branch Library, Riverside Branch Library and St. Albans Branch Library, began circulating Leap Pad items to KCPL patrons in January. This new project, which encourages reading by preschool age children, was made possible by a grant from the Greater Kanawha Valley Foundation.
- The Children’s Services Department offered a number of programs that were well received by patrons. These included a series of Book Clubs for patrons in grades K-2 and grades 3-6. Three very successful programs by outside presenters included; Magician Bruce Sorgman in February with 83 people, Madcap Puppets in March with 130 people, and Snakes Alive in May with 403 people in attendance.
- The Sunday Jams music series coordinated by the Children’s Services Department was again offered at the Main Library with five very successful concerts held Sunday afternoons in February and March. The groups giving performances were: Dr. Mark Holmes, Soup Kitchen, Doug Harper, West Virginia Symphony Ensemble and Jake Krack.
- The VolunTEEN program had another successful year. During the summer of 2003, the 107 teens involved in the program volunteered 2,777 hours of service throughout the library system.
- The third year for the Britton adult summer reading program was held during the summer of 2003. Over 500 adults enrolled in the program.
- The sixth annual Street Fair was held on June 19. This day was made successful by the planning and organizing skills of our Marketing and Development staff members, as well as the many staff members and volunteers who prepared for and worked at the event.
- Adult programs continued to be well attended. A sample of the programs offered during the year included digital photography, gardening and quilting.
- “Born to Read” (baby/toddler storytimes) programming was expanded to include more locations and is now offered regularly at the Main Library, Cross Lanes, Dunbar, Elk Valley, Riverside, St. Albans and Sissonville.
- To celebrate Children’s Book Week in November, a number of very well attended programs related to nursery rhymes were offered at most locations.
- Several children’s programs were presented across the system in March to celebrate the 100th birthday of Dr. Seuss. Over 300 children enjoyed these programs.

School & Community Outreach Highlights

- KCPL enjoyed a number of collaborative programming ventures with such organizations as the River City Youth Ballet (“Mother Goose in Motion,” “The Nutcracker: a Magical Holiday Show”), the American Red Cross (Babysitting Certification Course) and Dunbar Woman’s Club (Mother’s Day Tea).
- The Marmet Branch Library made monthly visits to three area daycare centers and one elementary school.
- Library staff members host two cable television shows on the KCS-TV station, which is taped at Capital High School. The Marketing and Development staff produces “At the Library,” which is taped twice a month throughout the year and highlights programs, services, locations and materials. “Books and More,” a reader’s advisory program, is taped once a month during the school year by members of the Reference Department. In addition, Children’s Services and other staff members contribute readers for the “Book Nook” program, which is a read-aloud program for preschoolers.
- Jen Dawson, Electronics Librarian, wrote an article about KCPL’s implementation of PC reservation software, which is used to schedule patron use of public computers. Her article, “Installing and Managing PC Time-Control Software,” was published in the June 2004 issue of the national publication *Computers in Libraries*.
- Family Fun Night at the Riverside Branch Library was very successful, averaging 24 people per week.
- The Bookmobile started an evening stop at Walmart at Southridge Center.
- The Sissonville Branch Library worked with the Kanawha Community Development Committee (Schoenbaum Center) to develop an information resource book for the community that would be housed in the Sissonville Branch Library. A Sissonville Information Fair was presented on the grounds of the Mormon Church and was quite successful. The community now has resource booklets that have been distributed to area churches, schools and the library. The booklet lists agencies and organizations that are available for people who have a variety of needs.
- The Sissonville Branch Library, along with the Eagle’s Club in Charleston, instituted a monthly Senior’s Day at the library.
- The Sissonville Branch Library began working with the Sissonville Middle School librarian and principal in assisting in the Accelerated Reader Program. Different incentives were given for the students to visit the library. Also every student in the school had an opportunity to register for a new library card with a special one-day registration drive held at the school.
- Several staff members made presentations at Kanawha County Schools in-service training workshops in August.
- The library system had exhibits at a number of community events during the year such as the YMCA Healthy Kids Day, Mountain State Business and Trade Show, Senior Expo, and the Kanawha County Fair.

Human Resources Highlights

- Susan Harper, a Reference Librarian at the Main Library, died on October 1, 2003. She began working for the library as a substitute librarian in 1977, and then was promoted to full time librarian in 1986. Ms. Harper served as the library system's West Virginia History librarian.
- Thirty-seven positions were filled during the year.
- A final draft for a revised performance appraisal system was compiled.
- Three staff members attended the SIRSI International Users Conference in St. Louis.
- Six staff members attended the Public Library Association conference in Seattle.
- Sixty-one staff members participated in SIRSI training (various modules) during the course of the year.
- Sixteen staff members attended the West Virginia Library Association Annual Conference in the fall.
- Fifteen staff members attended the West Virginia Library Association spring workshops.
- Five staff members completed Reference workshop programs offered by the Reference Department.
- Sixteen staff members attended various job-related individual training workshops/seminars throughout the year.
- One hundred and five staff members attended the annual Staff Development Day which was held again at the John XXIII Pastoral Center in November. A variety of topics were presented by both internal and external sources.
- Patty Bergeron, Children's Librarian, retired as of April 21 with 12 years of service at KCPL.
- The new position of Branch Services Manager was created to improve branch cohesiveness and services to patrons. Susanna Holstein, former Elk Valley Branch Librarian, was promoted to fill this position.
- A part-time Security Officer has been effective in dealing with the after school situations at the Cross Lanes Branch.

Technology Highlights

- The installation of the Blackbaud server and software updates were completed for the Marketing and Development and Accounting offices.
- The Automation Department created “ghost” software images on a server for a quick way to recover and reconfigure PCs across the system.
- Net Meeting software was installed. This software offers remote desktop capabilities, which allows for immediate, remote correction of problems on staff PCs.
- “Ask a Librarian,” the library’s first step in virtual reference, was implemented. The service allows patrons to e-mail queries directly to the Reference Department.
- A new calendar of events software program was installed, which is used to highlight library programs on the website.
- The Automation Department battled with several virus attacks during the year.

Facilities Highlights

- KCPL celebrated the official grand opening of the renovated and expanded Clendenin branch in September 2003.
- The Audiovisual Department's workroom was remodeled and refurbished with new desks, shelving and chairs. The countertop wrapping around the room has greatly enhanced the workflow of materials throughout the department.
- The public areas on the first floor of the Main Library received a new coat of paint.
- Work continued on the schematic drawings for the new Main Library.
- A storm drain was installed behind the Clendenin Branch Library.
- The installation of an automatic door at Dunbar Branch Library has improved service to the disabled.
- An updated Facilities Improvement Plan for the system was adopted by the Board of Directors.
- The Sissonville Branch Library received new interior signage which has helped patrons to locate materials.
- The Sissonville Branch Library, with assistance from the Lions Club, purchased and installed a new flag pole. A concrete walk was excavated and poured around the outside sign marquee.
- The library's personal property inventory was updated.
- The public restrooms on the second floor of the Main Library were renovated.
- A unisex staff restroom was installed on the fifth floor of the Main Library. This floor previously had no rest room facility.

The Library Foundation of Kanawha County, Inc.

West Virginia Book Festival

The third annual West Virginia Book Festival was held October 11 and 12, 2003, with over 7,000 people attending. Authors included Tony Brown, Phyllis Reynolds Naylor, Jayne Anne Phillips, and dozens of others. The Festival is presented by The Library Foundation, Charleston Newspapers and the West Virginia Humanities Council.

In addition to generous and substantial contributions by the three presenting organizations, the following entities are supporting the upcoming Festival, which will be held October 16-17, 2004: Jackson Kelly, PLLC, \$6,000.00; McJunkin Corporation, \$3,500.00; BB&T \$3,500.00; Friends of The Library Foundation, \$2,500.00; West Virginia University, \$1,000.00; and Catherine White, \$1,000.00.

Summer Library Club

Sponsors of the 2004 Summer Library Club include: The Charleston Gazette, Mary Jo Brick, West Virginia-American Water Company, United Bank, Bailey & Glasser LLP, Friends of The Library Foundation of Kanawha County, KCPL Annual Book Sale and many parents and individuals.

2003 Annual Fund

This annual campaign continues to grow in terms of dollars and donors. This year we collected nearly \$46,000, exceeding our goal. Money from this campaign is used for general operating expenses of the Library Foundation and to offset expenses of the Summer Library Club and the West Virginia Book Festival.

Memorial Gifts

The Library Foundation received numerous memorial gifts over the past year totaling nearly \$4,000.00. Gifts were received in memory of friends and families, and most of these funds are used to purchase books and other materials for the library system. A dedicatory book plate is affixed in each item.

Friends of The Library Foundation of Kanawha County, Inc. Annual Report

The Friends of the Library Foundation has become an important part of the Kanawha County Public Library system. The Steering Committee has met monthly throughout the year, and as the following reports indicate, all the sub-committees are working to fulfill their responsibilities and meet the goals of the organization.

We are always mindful of our purpose to support the library's vision and mission through advocacy, assisting with special events and offering assistance and support to the branches; and we believe that we have been successful.

Once again, we were a presence at the Sunday Jams, the Street Fair and the West Virginia Book Festival; and this year, because of two fund raising projects, we have been able to give \$1,500 to the Children's Summer Library Club and \$2,500 to the Book Festival.

A major challenge for the Steering Committee continues to be retaining and engaging our members. We planned no general membership meetings for the year, and opted instead for more contacts through special mailings to members.

Karen Lukens, Steering Committee Chairman

Sub-Committee Reports

Advocacy

Increased visibility with the Kanawha County Public Library's funding bodies and with the public was a goal again this year for the Friends. During the past year we attended a state rally for libraries held at the Capitol during the November legislative interim session. In December several steering committee members attended a West Virginia Library Association workshop on advocacy. Those attending this workshop shared the knowledge they gained by making a presentation about developing public awareness and advocacy campaigns to KCPL Board and Foundation Board members at the spring retreat. We hope that the Friends group will be able to assist the Foundation and the Board in mounting a campaign to acquire land and build a new main library in downtown Charleston.

In February several members of our group attended the State Library Association's legislative reception at the Cultural Center. This reception is an excellent opportunity for interaction with local legislators and committee chairs who have influence on library funding and to network with library supporters throughout the state.

During National Library Week our group invited local delegates, senators, city council members, and Board of Education members to visit their libraries. We also thanked Governor Bob Wise for supporting libraries by increasing the funding of libraries statewide in his proposed budget.

Jane Turner, Chairman

Branch Coordination

An ongoing goal for the Friends Steering Committee is to get participation from all branches on the Committee. We now have a representative or a liaison for each branch, as well as a key contact person to receive minutes from the Steering Committee meeting each month. Our goal is to keep communications open and determine how we can be of assistance to the various branches.

Sandy James, Chairman

Communications

The Communications Committee has been working over the past year to promote the Friends' organization through the publication of regular articles in the library newsletter. In addition, the Committee participated in the 95th Birthday celebration of the library by circulating a solicitation letter to more than 400 individuals and businesses throughout the Kanawha Valley. In addition to raising money, it is hoped that this letter served to promote awareness of the Friends' organization. In close coordination with the Library Foundation, the Committee plans to increase its community outreach efforts next year with an emphasis upon developing a grass roots initiative in support of building a new library.

Kathy Beckett, Chairman

Fund Raising

The Steering Committee undertook two successful fund raising projects in 2004. The first was a new dues structure aimed at encouraging members to contribute to the organization. We maintained the basic dues of \$5 for individuals and \$10 for families, and two additional levels were established: Silver Circle of Friends, \$25; and Golden Circle of Friends, \$50. The response from members has been very good. Currently, we have 23 Silver Circle and 24 Golden Circle members.

The second project was linked to the Library's 95th Birthday. The Friends solicited small businesses in Charleston, asking them to help celebrate the occasion by donating \$95. Participating businesses received a poster to display and were recognized in the Library newsletter and on a large birthday card exhibited at the Street Fair. We have collected \$2,970 so far. Because several of the businesses contributed merchandise or gift certificates instead of cash, we had a raffle at the Street Fair that raised an additional \$81 for the 95th campaign.

The Friends will sell bookmark pens and Book Lovers' Calendars at the Book Festival.

Karen Lukens and Gina Rugeley, Co-chairmen

Membership

The Friends Steering Committee had a successful year for membership registrations. The committee revised its membership levels to give additional opportunities for members to contribute. The new dues structure is described in the Fund Raising report above.

The committee revised its membership brochure and conducted a renewal campaign by mail in January. Additionally, they attended various library programs and events to encourage membership sign ups. Currently, the Friends group has approximately 120 members, and is working to encourage about 80 members to renew. Our major challenge continues to be retention of members which will be our top priority.

Karen Gage, Chairman

Volunteer Coordination

The Friends of the Library have continued to work with the staff on special events, including Sunday Jams, Street Fair and Book Festival. The volunteer subcommittee's role has been to help recruit, train and coordinate the volunteers needed for these events, as well as to arrange the participation of the Friends organization.

We provided coffee at the Sunday Jams, and balloons, birthday cake and lemonade at the Street Fair. At the Book Festival, the Friends table was used for volunteer check-in, enabling us to make sure that all volunteer responsibilities were covered. Once again, we provided much appreciated refreshments for the volunteers.

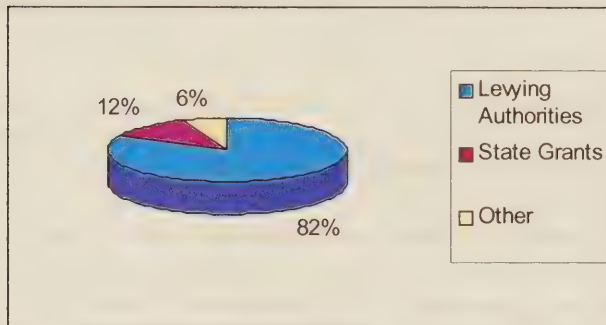
In our effort to increase our participation in preparing for the annual book sale, we conducted two sessions to train members on sorting and boxing donated books.

Julia Hurney, Chairman

Kanawha County Public Library Budget For Fiscal Year 2003/04

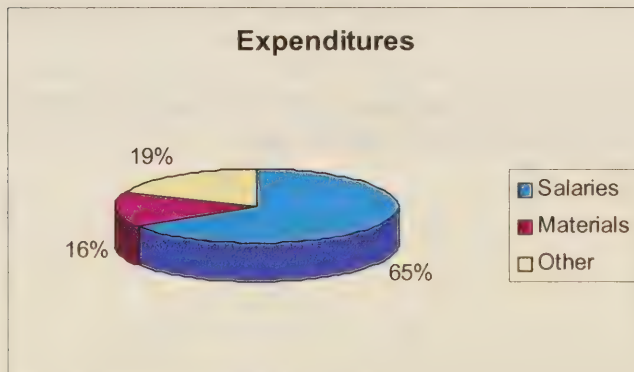
Income

Levying Authorities	\$5,238,878
State Grants	\$741,982
Other	\$393,171
Total	\$6,374,031



Expenditures

Salaries/Benefits	\$4,180,052
Materials	\$1,015,000
Other	\$1,193,979
Total	\$6,374,031



MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
HELD ON AUGUST 9, 2004

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, August 9, 2004 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Ms. Poffenbarger
Ms. Chilton	Mr. Reustle
Ms. Cloer	Mr. P. Smith
Ms. Gage	Ms. Tarr
Mr. Kauffelt	Ms. Whitehead
Ms. Pauer	

Also present were Ms. Linda Wright, Director, Ms. Linda Miller, Public Services Manager, Ms. Cindy Miller, Marketing and Development Manager and Ms. Angie Cash, Administrative Assistant.

Ms. Tarr, President presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Ms. Tarr shared a letter that she received from Fred Ranson thanking the Board for the retirement gift and for all the support given to him throughout his years at KCPL.

Approval of Minutes. Upon motion by Mr. Smith, seconded by Mr. Kauffelt, and unanimously carried, the minutes of the July 12, 2004 meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Pauer, and unanimously carried, the payment of Book Bills in the amount of \$48,424.56 and the General Bills in the amount of \$144,699.12 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of \$1,184.77 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Pauer, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of July. Included were the following:

The Summer Library Club was quite a success this summer. 1772 children read or listened to 50 books or more thus earning the coveted t-shirts. This is an increase of over 200 more children completing the program than last summer. The t-shirts were donated again by Charleston Newspapers. The outside program presentations brought in for this year's program were all very well attended. For instance in July the 6 presentations by the Activated Storytellers had an attendance of over 450 children and adults. The summer reading finale, Kentucky Reptile Zoo, had approximately 800 children attending the 5 performances that were offered. All the staff involved in this program are to be commended for their great work.

Many middle and high school students decided to turn their attention in July to the dreaded summer reading list. Many young adult titles from these lists were in great demand.

Two new disk drives were installed in the Unix server in July in order to have the capacity to accommodate the latest software release from SIRSI for our automated library system. After over one year of waiting the West Virginia Library Commission finally installed a T-1 line on July 27 at Elk Valley. Now all branches except Glasgow and Marmet are connected to the Internet using a T-1 data circuit. This allows for a much faster connection particularly when using graphics.

The Sissonville Library Advisory Board decided last spring to revive a community tradition that had lapsed, a July 4th celebration. The Board hosted a Patriotic Celebration on July 3 at the Library and over 600 people attended the event.

The Technical Services staff members attended four, half-day, training sessions over the Internet in July. This training from SIRSI gave these staff members the knowledge they will need about using the software to enter records for our magazine and newspaper subscriptions on an ongoing basis. The Technical Services Department will gradually be assuming responsibility for this function over the next several months.

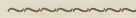
REPORTS OF COMMITTEES:

1. Financial Affairs Committee. After discussion and upon motion by Mr. Smith, seconded by Mr. Reustle and unanimously carried the following two resolutions were adopted:

RESOLVED, That the fiscal year 2004/05 budget be adjusted to allow the following amounts to be taken from the unencumbered fund balance and used for the items designated.

Advertising	3,800.00
Audit	3,000.00
Automation Supplies	1,500.00
Bookmobile Replacement Reserve	55,000.00
Building Improvements	6,500.00
Building Repair & Maintenance	38,000.00
Clendenin Expansion Project	45,000
Clendenin Flood Reserve	17,555.49
Collection Materials	87,300.00
Computer Equipment	2,000.00
Education	3,000.00

Programming	2,500.00
Vehicle Gasoline	5,000.00
Vehicle Maintenance	7,500.00
Vehicle Purchase	20,000.00
WV Book Festival	7,500.00
Workers Compensation	3,000.00
TOTAL	308,155.49



RESOLVED, That the fiscal year 2004/2005 budget be amended to carry forward funds encumbered and/or authorized during the previous fiscal year to allow the following amounts to be taken from the unencumbered fund balance for the items designated.

Advertising	10,729.77
Automation Equipment	5,007.91
Automation Repairs & Maintenance	10,462.94
Automation Software	5,005.00
Booksale	978.00
Building Improvements	117.34
Building Repair & Maintenance	4,326.79
Capital Expenditure - Main Library Design	91,653.90
Clendenin Expansion Project	1,043.01
Computer Equipment	9,636.01
Copier Expenses	636.00
Equipment Repair & Maintenance	137.91
Furniture & Equipment	1,090.90
Postage/Freight	950.00
Professional Fees	2,250.00
Programming	1,025.94
Sales Tax	49.50
Staff Training	2,400.00
Supplies	6,171.39
Uniforms	170.94
Vehicle Maintenance	44.97
TOTALS	153,888.22

Upon motion by Mr. Smith, seconded by Mr. Albert and unanimously carried the following resolution was adopted:

RESOLVED, That the FY 2004/05 budget be revised to include a \$13,000 award in Budget Digest funds and a decrease of \$647 in State Grant-in-Aid funds

due to the decreased population in Kanawha County.

2. Public Services Committee. Ms. Pauer reported that the committee met with Sandy James, President, Dunbar Advisory Board to discuss the city of Dunbar's contributions to the library. Over the last several years the city of Dunbar has paid to the library an amount less than what the library had requested. The committee then reviewed the hours of operation for the Dunbar Branch.

Ms. Linda Miller gave a review of the pattern of business for each day of the week that Dunbar is open and the proposal she had developed to reduce the hours of service.

Upon motion by Ms. Pauer, seconded by Mr. Kauffelt and unanimously carried the following resolution was adopted:

RESOLVED, That the Library Director is authorized to reduce the hours of operation of the Dunbar Branch Library from 54 hours to 47 hours per week effective September 13, 2004.

Mr. Smith asked how the changes would be announced to the public. Ms. Wright stated that notices would be posted in the Dunbar Library and letters will be sent to the Mayor and City Council members to apprise them of the action the Library Board has taken. Mr. Albert noted that Ms. Wright should be authorized to rescind this resolution in the event Dunbar remedies its deficit before September 13.

OLD BUSINESS:

1. Main Library Project. Ms. Tarr reported that the Timeline committee would meet for the first time this week. She stated that the suggested timeline envisions that the grand opening of the new building will coincide with the library's centennial, in June 2009. Ms. Tarr stated that the committee will consider this and other possible scenarios and develop a realistic timeline for the project.

Mr. Smith asked what the cost would be for a special election. Ms. Tarr stated that she believes the cost would be approximately \$275,000 - \$300,000.

Ms. Tarr also stated that she hopes to have building plans and a timeline ready to present to the public by this fall.

2. South Charleston. Ms. Wright reported that she had gathered information regarding the South Charleston Public Library and had drafted a report for the members who are representing KCPL in the discussions with South Charleston. A meeting of these members is being planned for later this month to discuss the report.

NEW BUSINESS:

1. Volunteer Recognition. Upon motion by Ms. Gage, seconded by Ms. Poffenbarger and unanimously carried the following resolution was adopted:

WHEREAS, volunteer service is a very important contribution to the improvement of the quality of life in all communities; and

WHEREAS, the Kanawha County Public Library system in 1994 initiated a volunteer program aimed at utilizing the talents and energies of teenagers during the summer; and

WHEREAS, the Library system's award-winning VolunTEENS program has become a significant complement to the system's community service orientation, particularly during the Children's Summer Library Club; and

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library system hereby commends the VolunTEENS for their active participation in the system's 2004 VolunTEENS program and for the many hours of service they contributed to the library system and the community.

The resolution and a covering letter will be sent to each Volunteer.

2. Library Foundation. In the absence of Mrs. Rugeley, Ms. Wright reported that due to the increase in the number of members and the increased activity of the Foundation Board, with the upcoming new Main Library project, the Foundation Board decided to create a position of second vice president. She also reported that the officers for the 2004/2005 year are:

Tom Heywood – President
Nelle Chilton – 1st Vice President
Ginny George – 2nd Vice President

3. WV Book Festival '04. Ms. Cindy Miller, Marketing and Development Manager, reported that the festival would be held on October 16 and 17 at the Charleston Civic

Center. Ms. Miller stated that 100,000 copies of the program for the festival would be printed for distribution this year.

Volunteer applications have gone out and the committee is looking for 100 volunteers.

Ms. Miller stated that there were two committees working on programs this year and both committees had done an excellent job putting the program together.

One of our headlining authors this year is David Baldacci.

Ms. Miller also stated that she is looking for volunteers to moderate sessions and introduce speakers. If anyone is interested please let her know.

4. Committee Assignments. Ms. Tarr stated that if any Board member would like to chair a committee to let her know. Once the committee assignments are made she will then distribute copies of the assignments to each Board member.

There being no further business, the meeting adjourned.



President



Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON SEPTEMBER 13, 2004

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, September 13, 2004 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Mr. Ray
Dr. Bailey	Mr. Reustle
Ms. Cloer	Ms. Russell
Ms. Gage	Mr. M. Smith
Mr. Kauffelt	Mr. P. Smith
Ms. Poffenbarger	Ms. Tarr

Guest: Mr. Chris Winton, Ray, Winton and Kelly and Mr. Jim Wallace, Daily Mail.

Also present were Ms. Linda Wright, Director, Ms. Linda Miller, Public Services Manager and Ms. Angie Cash, Administrative Assistant.

Ms. Tarr, President presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion by Ms. Russell, seconded by Mr. Ray, and unanimously carried, the minutes of the August 9, 2004 meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Albert, and unanimously carried, the payment of Book Bills in the amount of \$53,690.13 and the General Bills in the amount of \$140,306.25 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of \$481.35 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Albert, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of August. Included were the following:

Circulation increased 8% in August. This is particularly notable as August is traditionally the second lowest month of circulation during the year.

A major accomplishment during August was the installation of a new release of the SIRSI library automated system. This new release updated and improved the software. The Automation staff members are to be commended for the planning and execution of this installation. Because of the steps they took including working on Sunday, we were able to make this major transition without being offline during any public hours.

The bookmobile appeared in the St. Albans Alumni Parade on August 14.

The Clendenin Branch assembled a very popular display on books on snakes and spiders in the children's area. The exhibit was so popular that additional titles had to be borrowed from the Main Library.

Cross Lanes had a display table at the Nitro High School Ninth Grade orientation and the Andrew Jackson Middle School New Student orientation. Branch Librarian, Alice Riecks, reports that these displays afforded her the opportunity to speak to a number of parents and students.

In Elk Valley a patron volunteer led several well-received sessions on the craft of scrap booking. The August meeting of Elk Valley's young writers group had a guest presenter, Roger Lilly, Elk Valley patron and editor of Goldenseal magazine.

Marketing and Development staff members had a library display at the Charleston Town Center's Back to School Fashion Show.

Elizabeth Fraser, Head of the Reference Department, developed a bibliography that will be placed in a bag of items distributed to each of the anticipated 1000 participants in the annual Heart Walk.

Jen Dawson, Reference Librarian, made a presentation about the library's grant resources at a grant-making workshop held at the Family Enrichment Center.

Also in August most locations put in place an exhibit entitled "Elect to Vote" which contains a variety of information including information about registering to vote.

REPORTS OF COMMITTEES:

1. Financial Affairs. Mr. Parker Smith brought before the Board the following resolution from the committee:

RESOLVED, That \$2811.23 be carried forward from the FY03/04 to the FY04/05 budget for Nitro Library Materials.

All were in favor. Motion carried.

2. Legal Affairs. Mr. Kauffelt presented the following resolution from the committee:

WHEREAS, Kanawha County Public Library desires to purchase certain real estate in Clendenin, WV from Eula Strickland and her title to the property is considered defective because the deed to her was executed by the

Executrix of the Estate of Bessie Schoolcraft (predecessor in title) and not by the devisees under her Will;

WHEREAS, the Legal Affairs Committee has determined that it is necessary to secure a confirmatory deed from the devisees to correct such defect;

WHEREAS, the names and locations of some of the devisees are unknown;

NOW, THEREFORE, the Legal Affairs Committee recommends that the Board of Directors of the Kanawha County Public Library employ a private investigator at \$50 per hour up to a maximum of \$1500 to identify and locate the missing and unknown devisees under the Will of Bessie Schoolcraft.

All were in favor. Motion carried.

OLD BUSINESS:

1. Dunbar. Ms. Wright shared a letter from the City of Dunbar which stated that the Dunbar City Council had approved fully funding the amount the library requested for the 2004/05 fiscal year (letter attached).

2. South Charleston. Ms. Tarr stated that the committee has been meeting and is reviewing what the annual impact on the KCPL budget would be if there were a merger with the South Charleston Public Library.

3. Main Library. Ms. Tarr reported that the Timeline Committee has had two meetings. Ms. Tarr also stated that the Timeline Committee hopes to make a recommendation to the Board by November regarding the timeline for the new main library project.

At this point in the meeting Ms. Tarr called for an Executive Session of the Board on advice of the Board's counsel, Mr. Winton, to receive information related to property acquisition for the new main library. Ms. Tarr stated the Executive Session was being called pursuant to W.Va. Code Section 6-9A-4(b)(9) to receive information exempt from public disclosure pursuant to W.Va. Code Section 29B-1-4(5). Ms. Tarr stated that Public Notice of the Board Meeting had been given as required by W. Va. Code Section 6-9A-3 and that written minutes of the public Board meeting and the Executive Session would be kept as required by W. Va. Code Section 6-9A-5.

Following the adjournment of the Executive Session, the public Board meeting resumed.

NEW BUSINESS:

1. West Virginia Book Festival. Ms. Wright distributed flyers for the West Virginia Book Festival and stated that the library will be distributing over 100,000 copies of the flyer around the state. Ms. Wright also stated that the library will have a booth at the exhibit hall with information about the new main library project. She asked all Board members to sign up to help cover the booth on Saturday and Sunday of the Book Festival.

Ms. Wright reported that the library had received an email from an individual in Ohio stating that she and her daughter attend the Book Festival every year and asking if

the library was going to have the Book Festival again this year. She also stated how much she looks forward to coming.

2. Special Recognition. Ms. Tarr recognized Dr. Bailey and his wife for their generous gift to the Library Foundation. Upon motion by Mr. Albert, seconded by Mr. Kauffelt and unanimously carried the following resolution was approved:

WHEREAS, Dr. Kenneth R. and Mrs. Anna L. Bailey have very generously underwritten the cost of publication of the book “Kanawha County Public Library: A History” which Dr. Bailey recently authored; and

WHEREAS, Dr. and Mrs. Bailey have requested that a fund be established with the Library Foundation of Kanawha County to receive the proceeds from the sale of this book; and

WHEREAS, Dr. and Mrs. Bailey have requested that the income from the investment of these funds be used for the purchase of materials for the library collection in perpetuity.

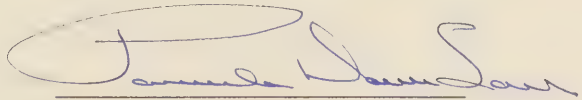
NOW THEREFORE BE IT RESOLVED, That the Board of Directors of the Kanawha County Public Library wishes to express its deep appreciation to Dr. Bailey for researching, compiling and writing the history of the library; and

FURTHER RESOLVED, That the Board of Directors of the Kanawha County Public Library wishes to thank Dr. and Mrs. Bailey for their extremely generous donation and the ongoing benefit that their donation will have in support of the library’s collection.

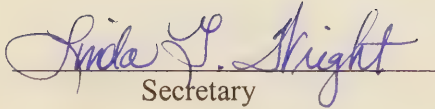
Dr. Bailey thanked the Board members and stated that the book may be available for purchase as early as the Book Festival.

3. Other. Ms. Wright distributed flyers about the St. Albans Library Board's annual meeting scheduled for Tuesday, September 21 and stated that Mr. Larry Groce of Mountain Stage will be the guest speaker. Everyone was encouraged to attend.

There being no further business, the meeting adjourned.

A handwritten signature in blue ink, appearing to read "James H. Davis", written over a horizontal line.

President

A handwritten signature in blue ink, appearing to read "Linda L. Wright", written over a horizontal line.

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
HELD ON OCTOBER 11, 2004

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, October 11, 2004 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Dr. Bailey	Mr. Rolston
Dr. Byrd	Ms. Russell
Ms. Chilton	Mr. M. Smith
Mr. Kauffelt	Mr. P. Smith
Mr. Reustle	Ms. Tarr

Also present were Ms. Linda Wright, Director, Ms. Cindy Miller, Marketing and Development Manager and Ms. Angie Cash, Administrative Assistant.

Ms. Tarr, President presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion by Ms. Chilton, seconded by Mr. Kauffelt and unanimously carried, the minutes of the September 13, 2004 meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Reustle, and unanimously carried, the payment of Book Bills in the amount of \$81,520.30 and the General Bills in the amount of \$148,181.17 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of \$1,819.77 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Reustle, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of September. Included were the following:

In September the library received one computer for each of our locations from the Gates Foundation. This is part of the Foundation's "Staying Connected" grant that was announced last February when Melinda Gates visited West Virginia.

As you are aware for the past several summers we have offered an adult summer reading program as well as the traditional children's program. This past summer 547 people registered to participate in this program, which is an increase of 40 over the previous summer. 263 of those registered completed the six books the program requires. On Sunday, September 19 a reception was held for those who completed the program and 70 people attended this event.

The bookmobile participated in the Kanawha County Fair on September 25. Our mascot, the library lynx, participated in the Marmet Labor Day parade by riding atop one of Marmet's fire trucks. The Marmet Library Board and staff had a table with library information at the ball field as part of this event.

During September a great deal of time was spent related to the Book Festival. Displays about the festival were put in place early in the month at all locations. The children's department spent a great deal of time preparing various activities for the WordPlay area of the Festival. The book sale committee sorted, boxed and stored a large

number of items. And Marketing and Development staff took care of the numerous details that an event of this size generates.

REPORTS OF COMMITTEES:

1. Financial Affairs. Mr. Parker Smith reported that the committee met with the bond counsel and financial advisor and heard information about the various ways the library might raise money to build the new main library.

2. Governmental Relations. Ms. Wright reported that the committee met and discussed the annual meeting with the state legislators. The committee decided to have the meetings in early December.

The committee also discussed contacting our congressional delegation to discuss ways to finance the new main library.

3. Personnel. Dr. Byrd reported that the committee met and discussed policy number 509 regarding absenteeism. Prior to the policy there was nothing that defined excessive absence. Dr. Byrd reported that there has been an improvement in curbing absenteeism resulting from the use of this policy over the past year. Absenteeism is down 28% this year.

Organizational charts were distributed and discussed. Dr. Byrd reported that with the retirement of Fred Ranson, Administrative Services Officer, the committee reviewed

the structure of the library and is proposing the following: reclassify the current Public Services Manager position to an Associate Director for Public Services and to revise the position previously held by Fred Ranson and create a position of Assistant Director for Support Services. The Assistant Director position would be filled by a professional librarian and would be responsible for Automation, Technical Services, Maintenance, Security, Janitorial Services and Purchasing.

The committee presented the following resolution:

Resolved, That the proposed reorganization for the management structure of the Kanawha County Public Library be implemented as recommended by the Personnel Committee.

Mr. Rolston asked why the “ideal” organizational chart was not proposed. Ms. Wright stated that the library currently does not have the funds to support it.

There was some discussion on the role that Ms. Wright has with regards to the Library Foundation.

Mr. Parker Smith made a motion to table the above resolution until further information was obtained. Motion failed for lack of a second.

With the exception of Mr. Parker Smith all voted in favor of the original motion.

OLD BUSINESS:

1. Main Library Case Statement. Case Statements were distributed. Ms. Miller stated the document is an overview of what the new main library will do for the community and why the library needs a new building. Ms. Miller stated that the document is in draft form and asked for suggestions from the Board to complete the form. Ms. Miller stated that significant parts of this document have already been used in several grant applications and op-ed pieces for the newspaper.

2. West Virginia Book Festival. Ms. Miller reminded everyone of the Book Festival to be held the weekend of October 16 and 17 at the Charleston Civic Center.

NEW BUSINESS:

1. Special Recognition. Ms. Wright stated that Mr. John Boggess, the library's courier, has submitted notice of intent to retire effective October 29.

Upon motion by Dr. Byrd, seconded by Mr. Kauffelt and unanimously carried, the following resolution was adopted:

WHEREAS, John Boggess has submitted his notice of his intent to retire effective October 29, 2004; and

WHEREAS, John Boggess has been employed by the Kanawha County Public Library since July 5, 1990 in the position of courier; and

WHEREAS, John Boggess has fulfilled the responsibilities of the position in a highly exemplary fashion including a high degree of dependability, accuracy, punctuality and thoroughness; and

WHEREAS, John Boggess has frequently and generously provided extra assistance in various ways to the branch libraries;

NOW THEREFORE BE IT RESOLVED, That the Board of Directors of the Kanawha County Public Library recognizes with deep appreciation Mr. Boggess' years of service to the library.

AND BE IT FURTHER RESOLVED, That the Board of Directors of the Kanawha County Public Library wishes Mr. Boggess a retirement filled with good health and enjoyment of whatever areas of interest and endeavors he may choose.

AND BE IT FURTHER RESOLVED, That this resolution be spread upon the minutes of this meeting of the Kanawha County Public Library Board of Directors and copy thereof furnished to Mr. Boggess.

2. Committee Assignments. Ms. Tarr stated that committee assignments would remain the same as last year with the exception of new board member Mr. Matt Smith. Mr. Smith has been added to the Financial Affairs Committee, the Public Services Committee, the Support Services Committee and the Governmental Relations Committee.

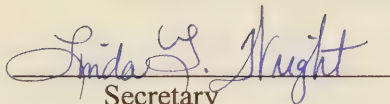
3. West Virginia Library Association Annual Conference. Ms. Wright stated that the West Virginia Library Association Annual Conference will take place November 10 – 12 at Stonewall Jackson Resort. If anyone is interested in attending she asked that they contact Dan Marslender, Human Resources Manager.

Ms. Wright also stated that the West Virginia Library Commission is beginning a process to revise their regulations and will have a series of meetings around the state. The closest meeting will be held at the Putnam County Library on November 16, from 10:00am – 12:00pm.

4. Staff Development Day. Ms. Wright reminded everyone of Staff Development Day scheduled for Wednesday, November 17 at the John XXIII Pastoral Center.

There being no further business, the meeting adjourned.



President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
HELD ON NOVEMBER 8, 2004

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, November 8, 2004 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Mr. Reustle
Dr. Bailey	Mrs. Rugeley
Ms. Chilton	Ms. Russell
Ms. Cloer	Mr. M. Smith
Mr. Kauffelt	Mr. P. Smith
Ms. Pauer	Ms. Tarr
Ms. Poffenbarger	

Guest: Mr. Chris DeWeese, Suttle and Stalnaker.

Also present were Ms. Linda Wright, Director, Ms. Linda Miller, Public Services Manager, Ms. Jen Dawson, Reference Librarian and Ms. Angie Cash, Administrative Assistant.

Ms. Cloer, First Vice President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion by Ms. Russell, seconded by Mrs. Rugeley and unanimously carried, the minutes of the October 11, 2004 meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Albert, and unanimously carried, the payment of Book Bills in the amount of \$69,752.80 and the General Bills in the amount of \$117,068.99 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of \$223.17 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Albert, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of October. Included were the following:

Several staff members made presentations at a meeting of school librarians held on October 8. Karen Arnett, Automation Manager, Melissa Car, Children's Librarian and Tammy Imel, Young Adult Librarian each provided information about their respective areas. Karen Arnett also presented four workshops on SIRSI features at Cabell County Library's staff development day on October 11. Fifty members of the Fayette County School system visited Riverside High School on October 29. They made a number of complimentary remarks during their visit to the library.

The library had an exhibit at the Mountain State Business and Trade Show held at the Civic Center on October 12 and 13. The Cross Lanes Library had an exhibit at the Cross Lanes Community Fair held on October 2. The bookmobile participated in the East End's Urban Community Fair on October 2.

In the area of library programming, the Main Library offered several noontime programs related to the election, which were well attended. At St. Albans 21 teens participated in a program to encourage teens to read.

The most successful programs during October were those related to Halloween: At the Main Library a story time found 24 children in costume; the Clendenin staff and Board hosted a community Halloween party at the Community Center which was attended by 175 children and adults who enjoyed a puppet show and costume contest; the Cross Lanes Board and staff hosted a Halloween event which attracted over 100 participants and featured the haunted bookmobile. The bookmobile each year takes on an eerie look at Halloween much to the delight of children. The haunted bookmobile was also well received at a program at the Dunbar branch. The Elk Valley Puppet People offered a puppet show and the Board offered refreshments to the 38 children attending the program. Riverside's Halloween story time attracted 45 children and adults and featured pumpkin decorating. And at Sissonville the staff and Board offered a storytelling program entitled "Haunting in the Hills" which had a very good attendance of over 125 children and adults.

In the area of building maintenance new carpeting was installed on the first floor of the Main Library.

REPORTS OF COMMITTEES:

1. Building Committee. Ms. Wright reported that the committee met with main library architects Steve Branner and Mike Montgomery at the offices of ZMM to view an animated overview and a three dimensional model of the proposed new main library.

OLD BUSINESS:

1. Staff Development Day. Ms. Wright reminded everyone of Staff Development Day on Wednesday, November 17 and encouraged everyone to attend.

2. West Virginia Book Festival. Ms. Wright reported that the event was a huge success. The book sale made over \$28,000. Dr. Kenneth Bailey's book, Kanawha County Public Library, A History was also released. Dr. Bailey's book cost \$25; proceeds from the sale of the book benefit the Library Foundation. Ms. Wright stated that the Library Foundation is also selling "Book Lovers" calendars for \$5.00. Anyone interested should contact Angie Cash.

NEW BUSINESS:

1. Staff Presentation. Ms. Dawson, Electronics Librarian, gave a presentation on the on-line resources available at the library. Mr. P. Smith asked what percentage of the library's materials budget is spent for subscriptions to on-line resources. Ms. Wright answered that 12% of the materials budget is used for that purpose. Ms. Chilton recommended doing presentations to public groups to let them know about these services.

At this point Board President Pam Tarr joined the meeting. Ms. Tarr thanked Ms. Cloer for conducting the meeting during her absence. Ms. Tarr presided over the remainder of the meeting, which resumed with a report from the Financial Affairs committee.

2. Financial Affairs. Mr. P. Smith reported that the committee had previously met to review and discuss the fiscal year 2003 audit report. Mr. Chris DeWeese of Suttle and Stalnaker gave an overview of the audit, as a result of which KCPL was given a qualified

report. KCPL received a "qualified" rather than an "unqualified" report because KCPL's 2003 financial statement did not reflect a sick leave liability for KCPL employees, including retirees. This liability can be calculated based on actuarial information from the State Retirement Board concerning employee life expectancy, number of employees who use sick leave, how often, etc. Because Suttle and Stalnaker cannot audit its own work, Mr. DeWeese recommended that KCPL retain an independent CPA firm to assist in making this calculation. In addition, in order to meet General Accepted Accounting Principles (GAAP) for fiscal year 2004, KCPL will need to have two financial statements, one based on the full accrual method, which includes calculations for depreciation, and one based on the modified accrual method, which does not include depreciation. Moreover, in 2004, KCPL's financial statements will need to include a narrative MDA (Management Discussion and Analysis). Again, Mr. DeWeese recommended that KCPL retain an independent CPA firm to assist in converting KCPL's current financial statement to meet the requirements of GAAP for 2004.

Finally, Mr. DeWeese noted that KCPL's 2003 financial statement reflected a year end deficit of \$124,000, which he attributed primarily to one time capital expenditures associated with expanding and renovating the Clendenin Branch.

Upon motion by Mr. P. Smith, seconded by Ms. Chilton, and unanimously carried, the 2003 audit report prepared by Suttle and Stalnaker, Certified Public Accountants, was accepted by the Board.

The meeting was then directed back to new business.

1. Special Recognition. Ms. Wright stated that David Jackson, Building Operations Technician had submitted his notice of resignation effective November 12, 2004.

Upon motion by Mr. Kauffelt, seconded by Mrs. Rugeley, and unanimously carried the following resolution was adopted:

WHEREAS, David Jackson has submitted his notice of resignation effective November 12, 2004; and

WHEREAS, David Jackson has been employed by the Kanawha County Public Library since October 5, 1992 in the position of Building Operations Technician; and

WHEREAS, David Jackson has fulfilled the responsibilities of the position in a highly exemplary fashion including a high degree of dependability, technical skill and thoroughness; and

NOW THEREFORE BE IT RESOLVED, That the Board of Directors of the Kanawha County Public Library recognizes with deep appreciation Mr. Jackson's years of service to the library.

AND BE IT FURTHER RESOLVED, That the Board of Directors of the Kanawha County Public Library wishes Mr. Jackson good health and enjoyment of whatever areas of interest and endeavors he may choose.

AND BE IT FURTHER RESOLVED, That this resolution be spread upon the minutes of this meeting of the Kanawha County Public Library Board of Directors and copy thereof furnished to Mr. Jackson.

Ms. Tarr then recognized Mrs. Rugeley for her recent service as President of the Library Foundation Board. Upon motion by Mr. Albert, seconded by Ms. Cloer, and unanimously carried the following resolution was adopted:

WHEREAS, Virginia Rugeley served as President of the Board of the Library Foundation of Kanawha County from July 13, 2001 to July 12, 2004; and

WHEREAS, Virginia Rugeley led the Library Foundation with great distinction during a period of time that has seen the size of the Foundation Board increase and the establishment and development of the Library Friends group; and

WHEREAS, Virginia Rugeley has given selflessly of her time and talent for the benefit of the Library Foundation.

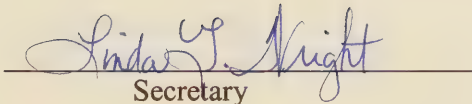
NOW THEREFORE BE IT RESOLVED, That the Board of Directors wishes to express its deep appreciation for the leadership she has rendered to the Library Foundation during her tenure as President.

3. Holiday Open Houses. A schedule of Open Houses for the library system was distributed.

There being no further business, the meeting adjourned.



President



Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
HELD ON DECEMBER 13, 2004

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, December 13, 2004 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Dr. Byrd	Mr. Reustle
Ms. Chilton	Mr. Rolston
Ms. Cloer	Mrs. Rugeley
Ms. Gage	Ms. Russell
Mr. Kauffelt	Mr. M. Smith
Ms. Pauer	Mr. P. Smith
Mr. Ray	Ms. Tarr

Guest: Mr. Chris Winton of Ray, Winton and Kelly.

Also present were Ms. Linda Wright, Director, Ms. Susanna Holstein, Branch Services Manager and Ms. Angie Cash, Administrative Assistant.

Ms. Tarr presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion by Ms. Gage, seconded by Mrs. Rugeley, and unanimously carried, the minutes of the November 8, 2004 meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. P. Smith, and unanimously carried, the payment of Book Bills in the amount of \$128,555.41 and the General Bills in the amount of \$138,292.09 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of \$602.60 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. P. Smith, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of November. Included were the following:

Among the programs offered in November the most successful was a series of Sunday afternoon family movies offered on three Sunday afternoons at the Main Library. These programs drew over 100 adults and children.

The Dunbar Branch presented puppet shows to all the Headstart, kindergarten, first and second grade classes at the Dunbar Primary School.

Children's Book Week was celebrated with a number of programs being done around the system by children's author Cheryl Ware. Unfortunately no school classes responded to our invitation to attend these programs so the attendance was rather small for each program.

The staff of the Riverside Branch participated as judges in a literature fair at the Midland Trail Elementary School. The library system had an exhibit at the community event "Have a Healthy Baby" sponsored by the Kanawha County Coalition for Community Health Improvement.

Seven staff members attended the annual conference of the West Virginia Library Association.

Service was disrupted at the Riverside branch several times during the month. The school was evacuated because of a mysterious gas like odor throughout the building and because of bomb threats.

I am happy to report that Steven Thomas has been hired as Assistant Director for Support Services. Mr. Thomas has a master's degree from the University of Tennessee at Knoxville and ten years experience in public libraries most of which has been at a supervisory and administrative level. For the past six years he has been with the Fayetteville, Arkansas Public Library and most recently served as the Director of Operations, which included the recent opening of a new building of 88,000 square feet. Mr. Thomas will begin work at KCPL on January 24.

REPORTS OF COMMITTEES:

1. Legal Affairs Committee. Mr. Winton reviewed the circumstances related to the walkway at the main library. There has been damage to the library's roof, the masonry work along the wall and the wrought iron fence along the walkway. This damage in part was the result of the demolition of the Kanawha Hotel and the construction of the Fifth Third Bank Center.

Mr. Winton and Ms. Wright recently met with representatives of MidWinter Investment Group, Aztech and Pray Construction to discuss the damage. The library initially requested \$15,400 in payment for the damage. It was agreed that some of the damage to the capstone and to the wrought iron fencing was done before MidWinter started their construction project. Ultimately, the parties agreed that MidWinter would pay \$4,147 for damage to KCPL property directly attributable to MidWinter's construction project.

Upon recommendation by the committee, seconded by Mr. P. Smith, and unanimously carried the following resolution was adopted:

RESOLVED, That the Kanawha County Public Library Board of Directors accepts the Settlement Agreement and Release in the amount of \$4,147 related to the damage done to the walkway during the demolition of the Kanawha Hotel and the construction of the Fifth Third Bank Center; and

FURTHER RESOLVED, That the Library Director is authorized to provide the release once the settlement amount is received.

2. Building Committee. Mr. Rolston reported that the committee met to discuss the property owned by the Post Office on the western end of the proposed site for the new main library.

Upon motion by Mr. Ray, seconded by Mr. P. Smith, and unanimously carried the following resolution was adopted:

RESOLVED, That the Library Director and a member of the Board of Directors be authorized to negotiate with representatives of the Postal Service regarding the property the Postal Service owns on Lee Street that is needed for the new main library facility.

Ms. Wright indicated that she would contact the postal service representative, David Eales and set up a meeting regarding the new main library building project.

3. Governmental Relations Committee. Ms. Gage reported that two legislative information sessions were held in early December with a total of 8 legislators attending. Ms. Gage stated that the committee is asking for the following assistance from budget digest funds:

- \$20,000 for the purchase of a library vehicle
- \$12,000 for a color copier
- \$50,000 for property options for the new main library
- \$10,000 for the West Virginia Book Festival.

However, allocations from the budget digest are currently the subject of litigation and have been stayed by an order of the West Virginia Supreme Court of Appeals.

Ms. Gage reported on several ideas suggested by Senator Brooks McCabe with regard to the new main library building project including possible partnerships with the State Library Reference and Archives Services. Ms. Wright indicated that she would follow-up on Senator McCabe's suggestions. Legislators in attendance expressed support for the main library building project.

Ms. Gage thanked the board members who were in attendance at the sessions.

OLD BUSINESS:

None.

NEW BUSINESS:

1. Library Foundation. Mrs. Rugeley reported that at the last meeting of the Foundation the Board adopted a gift acceptance policy and a donor recognition policy.

Mrs. Rugeley stated that a Donor Cultivation subcommittee has been formed with Ginny George as chair of the committee.

2. Early Literacy. Ms. Holstein reported that she attended a very informative session on early literacy at a Public Library Association conference in Seattle last year. At the conference she learned that there are six critical skills that children need to know before they learn to read and write: narrative skills, print motivation, vocabulary, print awareness, letter knowledge and phonological awareness. Early literacy is defined as what children know about reading and writing before they can actually read or write. The Public Library Association has prepared workshops and research information for libraries to assist them in early literacy grant-writing and programming.

The Kanawha County Public Library System is already an advocate of early childhood literacy. The library offers baby-toddler programs that feature interactive activities for parents and children, as well as traditional storytimes. Currently the library is promoting early literacy through its Raise a Reader publicity and by offering literature that helps parents teach their children to interact with books. The library is positioning itself for a more prominent role in the community by sharing and using information about

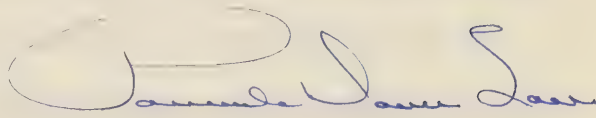
early literacy development. The project targets parents and caregivers as children's first teachers, through workshops and literacy-enhanced storytimes.

Public Library Association trainer Saroj Ghoting recently came to KCPL and provided initial training at two workshops-one for all staff providing service to children, and one for five designated trainers. Some staff members are already implementing this training in programs. The trainers have prepared a draft action plan and timeline for workshops to be offered to the public. A project team has been identified to guide and develop KCPL's early literacy efforts.

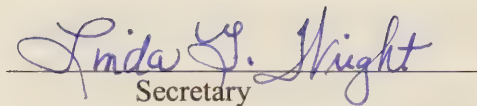
3. Board Retreat. The members of the Board discussed when to have the annual Board Retreat and what topics should be discussed. It was agreed generally that Saturday, March 12 would be a good date for the retreat. Ms. Tarr asked for suggestions for topics for the retreat. Ms. Rugeley suggested the Board obtain more information about fund raising. She suggested we invite Anne Johnson to the retreat for her input. Ms. Tarr also suggested that there be further discussions of the respective roles and responsibilities of the KCPL Board, the Foundation Board and the Friends group in regard to the new main library project.

4. Other. Mr. P. Smith reported that it was brought to his attention that a patron wanted to purchase four of Dr. Bailey's books and wanted to pay with a credit card and found the library did not accept credit cards. Mr. P. Smith suggested that the staff look into the matter of accepting credit cards.

There being no further business, the meeting was adjourned.

A handwritten signature in blue ink, appearing to read "James D. Lash", written over a horizontal line.

President

A handwritten signature in blue ink, appearing to read "Linda G. Wright", written over a horizontal line.

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
HELD ON JANUARY 10, 2005

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, January 10, 2005 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Mr. Ray
Dr. Bailey	Mr. Reustle
Dr. Byrd	Mr. Rolston
Ms. Chilton	Mrs. Rugeley
Ms. Cloer	Ms. Russell
Ms. Gage	Mr. M. Smith
Mr. Kauffelt	Mr. P. Smith
Ms. Pauer	Ms. Tarr

Also present were Ms. Linda Wright, Director, Ms. Cindy Miller, Marketing and Development Manager, Ms. Linda Miller, Associate Director for Public Services and Ms. Angie Cash, Administrative Assistant.

Ms. Tarr presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion by Mr. P. Smith, seconded by Mr. Rolston, and unanimously carried, the minutes of the December 13, 2004 meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Rolston, and unanimously carried, the payment of Book Bills in the amount of \$47,775.55 and the General Bills in the amount of \$116,818.21 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of \$125.14 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Rolston, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of December. Included were the following:

Almost all branch locations worked with their advisory boards to offer a holiday open house. Riverside and the Main Library also held open houses. All these events were very well attended. Some examples of the estimated attendance: Cross Lanes, 200; Dunbar, 180; Elk Valley, 200; Riverside, 125; Sissonville, 400; St. Albans 235 and the Main Library, 600. Staff members at all locations are to be congratulated for doing a great job in planning and presenting these open houses.

The Bookmobile was off the road during December in order for the unit to have various types of bodywork done and the exterior of the unit completely repainted for the first time since we purchased the bookmobile in 1990. The work was done by KRT at cost.

The second floor of the St. Albans Library was recarpeted. The St. Albans Board graciously agreed to help us with this project by paying for the recarpeting of the large community room. The staff took advantage of the recarpeting to rearrange some of the children's department to create a special area for babies and toddlers and their parents. In order to serve the public while the second floor was closed, the staff selected children's materials from the collection and made them available to the public on the first floor. The staff at St. Albans are to be commended for the planning and execution of this major project.

REPORTS OF COMMITTEES:

1. Financial Affairs Committee. Mr. P. Smith brought before the Board the following resolution from the committee:

RESOLVED, That the following budget adjustments be made to the FY 04/05 budget:

\$10,000 be moved from Contingency to Supplies
\$15,000 be moved from Full-time Professional Salaries to Recruitment
\$3,000 be moved from Contingency to Vehicle Maintenance

All were in favor. Motion carried.

Mr. P. Smith brought before the Board a second resolution from the committee:

RESOLVED, That the budget for FY 04/05 be amended to reflect an additional \$28,459.23 in income for the Nitro Public Library; and

BE IT FURTHER RESOLVED, That any additional funds received for the Nitro Public Library by June 30, 2005 be added to the budget.

All were in favor. Motion carried.

Mr. P. Smith brought before the Board the following resolution from the committee:

RESOLVED, That the following amounts be requested from the various municipalities and local library boards as contributions for the fiscal year 2005/2006:

Branch	FY 2005-2006
Clendenin	\$ 3,528
Cross Lanes	\$ 8,260
Dunbar	\$58,614
Elk Valley	\$ 6,121
Glasgow	\$ 652
Marmet	\$ 2,717
Riverside	\$ 6,220
St. Albans	\$90,008
Sissonville	\$ 5,949
Total	\$182,069

All were in favor. Motion carried.

OLD BUSINESS:

1. Board Retreat. Ms. Tarr stated that the annual Board Retreat would be held at the Summit Conference Center on Saturday, March 12, 2005 with a continental breakfast at 8:30a.m. and the meeting starting at 9:00a.m.

Ms. Tarr asked for discussion on what might be covered at the Board Retreat.

Ms. Wright indicated that she has spoken with a representative of the post office who has asked for additional information concerning the lot the post office owns on the south side of Lee Street. Ms. Wright is putting together the information requested and will try to arrange a meeting with the representative by the end of the month. One of the concerns the post office representative has is where the post office employees will park if KCPL obtains the site.

Ms. Tarr stated that after the meeting with the post office representative contacts would be made with the congressional leaders.

Mrs. Rugeley reported that the Library Foundation had formed a Donor Cultivation Committee. The committee plans to have a series of three small gatherings with possible donors during the month of February. Other similar events may be scheduled in the future if these initial three events are judged to be successful.

Mrs. Rugeley suggested that the KCPL Board needs to discuss and determine the different roles the KCPL Board, the Library Foundation and the Friends group are to play in the bond issue so each entity will know what is expected of it. Mr. Albert suggested that a Steering Committee be formed of different members of the KCPL Board, Library Foundation Board and the Friends Group as this would help keep everyone informed.

Ms. Tarr advised that a Timeline Committee, composed of the officers of the KCPL

Board, Foundation and Friends was already in place. Ms. Rugeley asked whether the Steering Committee suggested by Mr. Albert could fulfill a separate function from the Timeline Committee, perhaps in coordinating private fund-raising efforts for the new main downtown library and branch projects.

There was much discussion on what the next steps should be regarding the new main library project.

Ms. Cindy Miller distributed a schedule of the upcoming grant application deadlines for 2005 for local foundations. She stated that the case statement the Board has previously reviewed will serve as the basis for most grant applications. The deadline for the Greater Kanawha Valley Foundation is February 1 and there was discussion of the amount that the library would request.

Ms. Tarr stated that our Bond Counsel has previously expressed concern about attempting to pass a bond issue in excess of \$20,000,000 - \$25,000,000. If the Board pursues a bond issue in the \$20,000,000 - \$25,000,000 range, that would leave approximately \$25,000,000 - \$30,000,000 to be raised from private funds, grant applications and state/federal government sources.

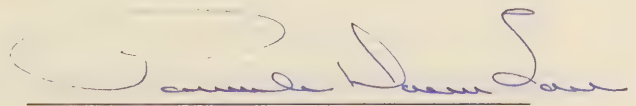
Mr. Ray suggested that, before asking for money from the different foundations, the Board should consider trying to establish which of the three entities the Board will ask to place a bond issue on the ballot.

Ms. Tarr suggested that the Board might have a better chance of obtaining a bond sponsor if the Board/Foundation could represent that a significant amount of money had already been raised toward the project, demonstrating financial support from the community. Ms. Chilton suggested that Board approach each of the three funding entities to ask how much private money the Board needs to raise in order to obtain bond sponsorship.

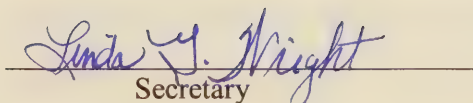
Mr. Ray suggested that the Board contact the Clay Foundation and the Bennedum Foundation and ask them what information they would need in order to decide whether to grant funds for this project and, in particular, whether they would fund the purchase of property for the proposed new main library site.

Mr. Kauffelt suggested accelerating the Board Retreat because he believes the Board needs to move quickly to address the steps that need to be taken. Mrs. Rugeley suggested that the Timeline Committee meet in advance of the retreat, discuss the different suggestions made at this meeting, and perhaps make recommendations to the Board.

There being no further business the meeting adjourned.



President



Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
HELD ON FEBRUARY 14, 2005

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, February 14, 2005 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Mr. Rolston
Dr. Bailey	Mrs. Rugeley
Dr. Byrd	Ms. Russell
Ms. Chilton	Mr. M. Smith
Ms. Gage	Mr. P. Smith
Mr. Kauffelt	Ms. Tarr
Ms. Poffenbarger	

Also present were Ms. Linda Wright, Director, Ms. Linda Miller, Associate Director for Public Services, Mr. Steven Thomas, Assistant Director for Support Services and Ms. Angie Cash, Administrative Assistant.

Ms. Tarr presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion of Mr. Smith, seconded by Mr. Rolston and unanimously carried, the minutes of the January 10, 2005 meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Albert, and unanimously carried, the payment of Book Bills in the amount of \$128,947.96 and the General Bills in the amount of \$213,543.14 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of \$24,487.75 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Albert, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Ms. Wright introduced new hire Steven Thomas, Assistant Director for Support Services.

Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of January. Included were the following:

A variety of programs were offered to the public during January. Mike Burgess, a member of the Automation Department offered four presentations of a program on updating your computer. The West Virginia Extension Services offered a program on healthy eating tips at Cross Lanes and Dunbar. Dunbar staff members Tom Daugherty and Tammie Pursley offered a puppet show on two occasions during January and 65 children attended these shows. A popular adult program offered in January was entitled "Out With Clutter" which was offered at the Main Library and Sissonville.

From July through December 2004 a recent report shows that the library's website received over 111,000 hits during that time period.

The Children's Department worked with Read Aloud of Kanawha County by providing 2400 color-coded library card applications. These applications will be inserted in bags that will be distributed to the parents of incoming kindergarten students. An

additional 200 library card applications will be used by Read Aloud in their “Books for Babies” program and presented to new parents at WIC offices and health clinics. At the conclusion of the program, parents will be given a copy of the book “Rock-a-Bye Reader” with a gift certificate for another free book if they complete and return the library card application to the library.

Last summer the Technical Services Department initiated a project to improve access to the library’s magazine holdings. The automated library system software, SIRSI that we use has a module for the on-line check-in and cataloging of magazines. The project has progressed over the past six months to the point where Technical Services now checks in the new issues for all the subscriptions for all our libraries. The department’s staff members have also entered all the information about the back files held at the Main Library. Over the next several months the back file data will be entered for the branches. Although this data input is quite labor intensive there will be savings in staff time in the future in the handling of magazines. The public access to the magazine resources in the collection will be vastly improved. Jane Hughes, Head of Technical Services, has overseen this project and she and the members of her staff are to be congratulated on the great work they have done on this project.

It is with great regret that I announce that Dan Marslender, Human Resources Manager, has submitted notification of his plans to leave KCPL as of the end of March. Dan is willing to work for a few months on a part-time basis as needed. Dan’s knowledge of human resources and his years of experience in the field have been a tremendous benefit to the library.

REPORTS OF COMMITTEES:

1. Long Range Planning Committee. Ms. Miller reported that the proposed Long Range Plan 2005 – 2009 was reviewed at the January 16, 2005 Long Range Planning committee meeting. Ms. Miller distributed a timetable for the implementation of the various tasks identified in the proposed plan.

Mrs. Rugeley stated that the committee is made up of several KCPL Board members and representatives from each branch. She also stated that the members of the committee were very enthusiastic about the proposed plan.

Dr. Bailey asked whether the previous Long Range Plan had been reviewed to determine how much of that plan had been accomplished. He felt periodic reviews of the Long Range Plan and progress reports to the Board would be helpful. Ms. Miller explained the concept of the internal staff group known as the Council. The Council meets every month to monitor the work being done on projects. The Council then reports back to all supervisors at the monthly Cabinet meetings.

After discussion Ms. Wright stated that there would be an annual report made to the Long Range Planning Committee about the status of the work completed on the various projects included in the Long Range Plan.

Upon motion by Mrs. Rugeley, seconded by Dr. Bailey and unanimously carried the proposed Long Range Plan 2005 – 2009 was adopted as presented. (A copy is attached.)

2. Legal Affairs Committee. Mr. Albert stated that Ms. Wright has been in contact with Mr. David Eales, a regional facilities manager for the Postal Service, regarding a piece of property the Postal Service owns and currently uses for parking for Postal Service employees. This property is situated on part of the site of the proposed new Main Library. A copy of a letter to Mr. Eales to initiate discussion of the Library's proposed acquisition of the Post Office property was distributed and discussed. Ms. Tarr will sign

the letter, as revised, which will be forwarded to Mr. Eales for his consideration and response.

3. South Charleston. Ms. Tarr stated that the South Charleston Committee had a productive meeting. Ms. Wright had been asked to prepare a draft operational budget for the South Charleston Public Library if it were to become a branch of the Kanawha County Public Library system. Ms. Wright also has developed a projection of the additional operating costs KCPL would incur if South Charleston were to become a branch of the KCPL system. Ms. Tarr stated that Ms. Wright has been asked by the committee to put together a ten-year plan for “phasing in” the addition of South Charleston as a branch. Once Ms. Wright completes a draft 10-year "phase-in" plan, the Committee will review the plan and make a recommendation to the KCPL Board.

Mr. P. Smith asked if South Charleston had passed their special library levy, which was recently on the ballot. Ms. Wright indicated that the South Charleston library levy passed by approximately 65%.

Mr. Kauffelt asked about the ownership of the South Charleston library building. Ms. Tarr stated that she believes the library building is presently encumbered because of the significant expenses incurred by the City for recent library renovations. The City should have these expenses paid off in ten years.

Ms. Wright indicated that, if South Charleston were to become a KCPL branch, the KCPL Board of Directors would need to include representatives from South Charleston on the KCPL Board.

Ms. Chilton congratulated the work of the South Charleston Committee. She indicated that KCPL would need to consider and clearly articulate to the South Charleston community any differences in programming or service that would be offered if South Charleston becomes a branch.

Mr. Smith asked what the prospects of increased valuations in South Charleston are over the next 10 years. Ms. Wright stated that she would be meeting with someone at the tax department to review the South Charleston property valuations for the past 10 years and to see if they have any future projections available.

4. Executive Committee. Ms. Tarr stated that the committee had met with Marie Prezioso, of Ferris Baker Watts and John Stump, bond counsel from Steptoe and Johnson to discuss their thoughts on a bond issue and to look at potential sponsorship. The committee reviewed information pertaining to three different bond proposals and a timetable for the issuance of the bonds.

Ms. Tarr stated that plans were being made to meet with members of the Board of Education and the Kanawha County Commission to discuss plans for financing the new Main Library and ancillary branch building projects, including a bond election.

NEW BUSINESS:

1. Library Foundation. Mrs. Rugeley reported that the Donor Cultivation Committee held their first event at the home of Foundation Board member, Ginny George, on Saturday, February 12. Mrs. Rugeley stated that excellent feedback was received from the people who were present. Mrs. Rugeley stated that Tom Heywood and Linda Wright did an excellent job of presenting an overview of the project and the deficiencies in the current building. Two more cultivation events are currently planned.

Ms. Tarr thanked Mrs. Rugeley and the Donor Cultivation Committee for their efforts. .

Ms. Tarr stated that the Foundation Board would have a mini-retreat on Saturday, February 19 at the offices of Jackson Kelly. Fundraising consultant, Anne Johnson, will be in attendance.

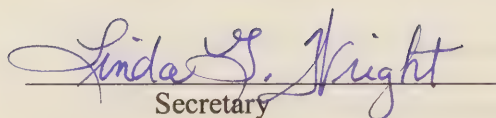
Ms. Tarr stated that a grant application has been submitted to the Greater Kanawha Valley Foundation for one million dollars to be used towards the acquisition of property for the new Main Library. Ms. Wright stated that the GKVF's distribution

committee will meet in the next few weeks and a response from the GKVF is expected by the end of March.

There being no further business, the meeting adjourned.



President



Secretary

Kanawha County Public Library system

Long Range Plan 2005 – 2009

Adopted by the Kanawha County Public Library Board of Directors
February 14, 2005.

In the constant changing environment of information delivery and technological change the long range plan focuses the energy and resources of the Library system and its Board and staff on the underlying goals that will further develop services and facilities in pursuit of our vision and fulfillment of our mission and roles. These goals and objectives are pursued while meeting the daily operational needs of the system. The plan is reviewed at regular intervals and may be adjusted to reflect changing needs and opportunities. Annual reports are made to the Long Range Planning Committee of the Board.

Our Vision:

We envision the Kanawha County Public Library as the people's premier source of information in a community where learning and reading are revered and being well informed is valued.

Our Mission:

To provide free, equal and uncensored access to information
To provide citizens with job training and career development information that
will prepare them for a competitive job market
To enrich individual and family lives through satisfying educational,
recreational and cultural experiences
To enable patrons to access new information technology
To provide opportunities for lifelong learning
To serve as the center of community life
To use available resources efficiently
To seek additional resources

Our Roles:

Popular Materials Library. *The library features a broad range of current, high-demand, high-interest materials in a variety of formats – educational, recreational and informational- and actively promotes the use of its collection to patrons of all ages.*

Reference Library. *The library actively provides timely, accurate and useful information in response to individual, business, government and community needs, and participates in interlibrary loan and cooperative reference services to meet patron requests for information not available locally.*

Educational Support Center (Preschool through end of formal education). *The center encourages young children to develop an interest in reading and learning, and assists students of all ages in meeting educational objectives during their formal course of study.*

Public service enhancements:

- *To position the library's website as the premier connection to accurate, current and useful information via the Internet for the people of Kanawha County*

Develop the library's website into a virtual branch by:

Completing the redesign, including the development of a process for updating and maintaining links and content, adding new content and features, as well as measuring and evaluating use.

Increasing online library services (i.e. library account registration, payment of bills, and application for meeting room use).

Increasing content and links for teens on library's website.

Assessing email reference use and need for more sophisticated online reference service.

Providing ongoing training for new staff in use of library's website.

Considering role of website and online catalog in promotion and delivery of all services and resources.

Develop improved access to local historical collections by:

Exploring grants and/or partnerships to digitize a discrete collection of the historical photographs in Reference.

- *To grow awareness and use of library services, programs and resources among the teens of Kanawha County, especially younger teens and children moving from elementary to middle school.*

Develop services to teens by:

Providing vibrant and useful services, content and links for teens on library's website.

Providing a high-profile system program for teens each fiscal year (i.e. graphic novel author visit).

Providing an online tutoring service.

Growing pre-teen participation in SLC.

Growing teen participation in Britton Summer Reading program and the Teen Online Book Club.

Growing teen attendance at WV Book Festival.

Creating a community service plan and procedures for teens in middle school, high school or home school.

Increasing knowledge and skills of public service staff to deliver service to teens.

Reviewing use of materials by teens and developing a collection development plan.

Planning furnishings and layout for Young Adult Area of new Main Library.

- *To grow awareness and use of resources and services related to finding books, audio-books, movies and music of interest among the teens, adults and seniors of Kanawha County*

Develop a consistent Readers Advisory service by:

Creating tools and process to identify a reader's interests, to recommend titles/authors based on those interests, to track the titles read and obtain feedback from the reader on those recommendations.

Increasing knowledge and skills of public service staff to recommend appropriate authors and titles of interest to individual readers by developing a regular ongoing series of workshops for fiction and music.

Planning furniture and layout of Readers Advisory/Information desk of new Main Library.

- *To allow access to new information technology to make effective and efficient use of resources and to meet the needs of the people of Kanawha County*

Develop self-service features for library users by:

Exploring use of RFID technology for circulation.

Providing self-check at Main Library.

Increasing online library services (i.e. library account registration, payment of bills, and application for meeting room use).

Providing access to electronic books.

Piloting wireless access at the Main Library.

Exploring new methods to deliver music and films.

- *To position the library as a prominent advocate of early literacy development for the children of Kanawha County and as a valuable resource of information related to early literacy development for parents and daycare providers in Kanawha County*

Develop quality services in sharing and using information on early childhood literacy by:

Increasing the knowledge and skills related to early literacy development of public service staff that provides story times for preschoolers and toddlers by providing a series of training workshops.

Creating a process for ongoing evaluation to ensure consistent, high quality story times for preschoolers and toddlers that incorporate early literacy development.

Providing ongoing workshops for parents and day care providers on the importance of early literacy and how to develop pre-reading skills of children before they reach kindergarten.

Introducing early childhood literacy development concepts to all library staff.

Planning furnishings and layout of Preschool Exploration Area for new Main Library.

Updating day care kits and adding new day care kits.

Providing content and links related to early literacy on the library's website.

Staff Training and Support enhancements:

- *To ensure that staff can effectively provide a consistent, high quality of service in an ever changing work environment to serve the people of Kanawha County*

Develop a new performance appraisal system by:

Completing the development of new performance evaluation process and tools for staff.

Training staff to use new performance appraisal system.

Develop basic skills of new staff by:

Determining basic training needs for public service and non-public service staff (i.e. customer service, Email, Microsoft Office programs, SIRSI, and Reference).

Planning and implementing an ongoing basic training program.

Creating tools and process for measuring and evaluating basic skills.

Develop quality customer service throughout the system by:

Providing initial and ongoing training to all staff in customer service related principles and behaviors. service.

Creating tools and process for ongoing evaluation of customer service in all departments and branches.

Develop effective leaders by:

Providing one training workshop or opportunity each fiscal year on an issue related to supervising or management for supervisors. (i.e. effective communication principles and behaviors, handling performance problems, time management, and legal issues).

Hosting a LAMA Regional Institute related to management. (i.e. teambuilding strategies, conflict management, and practical project management).

Sending management staff to PLA National Conferences.

Develop efficient access to current policies, procedures and forms by:

Identifying system wide policies, procedures forms and documents; and adding them to the share drive.

Creating an intranet, including the assignment of responsibilities for updating and developing a process for maintaining, as well as training staff to use and maintain.

Creating a system-wide disaster plan.

Develop effective relations among the advisory board, KCPL Board and library staff by:

Creating a manual and ongoing orientation program for advisory board members.

Providing orientation to all advisory board members.

Collection Management enhancements:

- *To maintain a physically attractive, accurate, and current collection of materials that meets the needs of the people of Kanawha County*

Develop ongoing weeding of collections by:

Completing, monitoring and evaluating first run of system wide weeding schedule at branches.

Revising the system wide weeding schedule for children's collections to bring the collection in compliance with the *Collection Management Guidelines*; and implementing, monitoring and evaluating the schedule.

Revising the schedule for weeding adult/young adult/Reference collections in the Main Library to bring the collection in compliance with the *Collection Management Guideline*; and implementing, monitoring and evaluating the schedule.

Develop effective collection management process by:

Moving from Nonesuch to the SIRSI Acquisitions Module.

Planning and implementing a regular inventory of collections.

Exploring RFID technology for circulation and inventory.

Exploring services to compile reviews and streamline the selection process for new materials.

Reviewing and revising the routing of order tools.

Moving oversight for the selection of new materials from Director to Public Services Department.

Planning and implementing a review and revision of *Collection Management Guidelines*.

Main Library Project

- *To create a state-of-the-art facility with easy access, ample, flexible, inviting and well-planned space that will be an anchor for the library system and a unique destination in its own right to serve the people of Kanawha County into the 21st century*

Determining timeline for project.

Planning and implementing campaign for successful bond.

Raising funds from private sources.

Planning furnishings and refining layout.

Determining responsibility for new or expanded services related to the new building

Reorganizing Main Library public service departments to reflect changes in building design.

Reviewing policies and procedures related to new building and revising existing or creating additional as appropriate.

Training staff.

Overseeing construction and the installation of furniture and equipment.

Planning and executing the move and opening.

Branch Facilities Improvement Projects

- *To ensure that library facilities throughout the system provide adequate space and access to the collections and services*

Replacing Bookmobile.

Implement the Facilities Improvement Plan – Phase II.

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
HELD ON MARCH 14, 2005

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, March 14, 2005 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Mr. Rolston
Dr. Bailey	Ms. Russell
Dr. Byrd	Mr. M. Smith
Ms. Chilton	Ms. P. Smith
Ms. Poffenbarger	Ms. Tarr

Guests: Ms. Marie Prezioso, Ferris, Baker, Watts and Mr. John Stump, Steptoe and Johnson.

Also present were: Ms. Linda Wright, Director, Ms. Linda Miller, Associate Director for Public Services, Mr. Steven Thomas, Assistant Director for Support Services and Ms. Angie Cash, Administrative Assistant.

Ms. Tarr presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion of Ms. Russell, seconded by Mr. Rolston and unanimously carried, the February 14, 2005 meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Albert, seconded by Ms. Chilton, and unanimously carried, the payment of Book Bills in the amount of \$58,413.86 and the General Bills in the amount of \$117,963.91 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of \$2,070.30 duly certified and approved in accordance with the Bylaws and on motion of Mr. Albert, seconded by Ms. Chilton, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of February. Included were the following:

Although February may be the shortest month of the year, when I reviewed the department/branch reports for the month it was quite evident that it was an extremely busy month.

As a system we decided to highlight February as Library Lovers Month. Favorite chocolate recipes from staff were assembled and were used in various book displays at each location. This proved to be a very popular display. In Sissonville two patrons decided to bring staff samples of the goodies they made from the chocolate recipes they had picked up at the library.

A number of programs were offered to children and adults during the month. Just a sample of these programs include our annual Sunday Jams music series begun in the Children's Department at the Main Library. The four programs offered during February drew 368 adults and children. According to a three-year old patron, Ginny, who attended

the performance by the Production Company, “this place rocks”. Several History Alive programs were presented. The program featuring Carter Woodson had 45 in attendance at Riverside and 150 at Dunbar. The program highlighting the life of Colonel Ruby Bradley drew 40 people at the Main Library. History Alive programs are made available by the West Virginia Humanities Council. Dunbar offered a program on geocaching. Most of the 32 people who attended the program came because the presenter had posted it on the Internet. Elk Valley Board members offered coffee and donuts each Saturday morning during February in honor of Library Lovers Month and 135 people enjoyed these refreshments. 43 children attended a Valentine puppet show offered at Elk Valley. Knitting classes have begun at St. Albans and even with offering each class two times there is a waiting list. St. Albans also offered an after-school puppet show during February, which had 36 children in attendance.

Staff training was also a significant part of the activity during the month. The Reference Department staff offered a session of reader’s advisory training on inspirational fiction and a session on reference resources in science and technology. Children’s librarians offered a number of sessions on early literacy training at various locations. Our goal is to have all staff attend a training session by the end of March so they can be knowledgeable about this major emphasis in the library’s services for children. Ten staff members attended the Celebrating Connections conference held in Charleston by the West Virginia Early Childhood Training Connections and Resources. Four staff members attended the annual international conference sponsored by SIRSI, our library automated system vendor, in Nashville.

There may have been some record breaking activity this month as we believe the Children’s Department handled more teachers collections in one month than ever before with 69 teachers taking advantage of this service. And the Technical Services Department added over 8400 items to the library collection during February.

REPORTS OF COMMITTEES:

1. Governmental Relations Committee. Mr. Albert reported on a joint meeting of the Governmental Relations Committee and the Legal Affairs Committee. Marie Prezioso, financial adviser from Ferris Baker Watts and John Stump, bond counsel, and Ancil Ramey from Steptoe and Johnson were present to answer questions related to the proposed bond issue that arose at the previous Board of Director’s meeting. Mr. Ramey

discussed why he felt a test case is needed before the Board of Education can sponsor a bond issue.

Mr. Stump stated that Article 7 of the state constitution limits the ability of the Board of Education to raise taxes to the support of “free schools.” It is not clear whether raising taxes to construct libraries would be considered to be acting in “support of free schools.” There has not been a case that interprets the “free schools,” clause; therefore, Mr. Stump believes a test case is needed. The test case could take four to twelve months to complete.

Ms. Tarr stated that Ms. Prezioso has looked at the impact of a bond issue on the taxpayers at three different levels of funding over a 20 year period of time assuming seven per cent interest.

Ms. Tarr stated that there have been preliminary discussions in the past with representatives of both the Kanawha County Commission and with the Kanawha County Board of Education concerning a bond issue. Ms. Tarr said she felt additional meetings with members of the levying authorities should be scheduled to share this new information.

2. Membership Committee - Ms. Poffenbarger reported that the committee met to discuss the three members whose terms expire on June 30, 2005. She reported the

committee is recommending Board approval for the following KCPL Board members to serve new six year terms: Ms. Jennifer Pauer, Mr. Matt Smith and Ms. Jerie Whitehead.

Upon motion by Ms. Poffenbarger, seconded by Dr. Byrd and unanimously carried the above names will be recommended to the Kanawha County Board of Education for six year terms ending June 30, 2011.

3. Financial Affairs Committee - Mr. Smith reported that the committee met to discuss the amounts being requested from each levying authority. Mr. Smith stated that, after the valuations had been certified, an error was discovered by Columbia National Resources regarding the amount of its valuation. If the Columbia Natural Resources error is corrected, the amount received by the library for the 2005/06 fiscal year would decrease by \$66,358. The committee is recommending that the Board request an amount from the levying authorities based on the certified valuations. The following resolutions were presented to the Board:

Levying Authority - Board of Education

RESOLVED, that the Library requests the Board of Education of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce \$2,345,928 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2005;

RESOLVED FURTHER, that such request be transmitted to said Board of Education by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library

and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the Board of Education of Kanawha County authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

Levyng Authority - Kanawha County Commission

RESOLVED, that the Library requests the County Commission of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce \$2,345,928 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2005;

RESOLVED FURTHER, that such request be transmitted to said County Commission by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the County Commission of Kanawha County authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

Levyng Authority - City of Charleston

RESOLVED, that the Library requests the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce \$808,484 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2005;

RESOLVED FURTHER, that such request be transmitted to said City of Charleston by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other

papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the City of Charleston authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

Upon motion by Mr. Smith, seconded by Mr. Albert, and unanimously carried, the above resolutions were adopted.

OLD BUSINESS:

1. Library Foundation. Ms. Wright stated that the Library Foundation Board met with Anne Johnson, Executive Director, Library Community Foundation, in February for a planning session for the new Main Library project.

Ms. Wright stated that two donor cultivation events have been held. Ms. Chilton stated that these events have been very well received. Ms. Tarr stated that those in attendance gave good feedback regarding the new Main Library project. Ms. Tarr asked that any Board member who would like to host an event should contact Ms. Wright.

On another matter, Ms. Wright reported that Charles Loeb has resigned his position on the Library Foundation Board. Ms. Wright stated that the Foundation Board will discuss expansion of the Foundation Board at its next meeting.

Ms. Tarr stated that naming opportunities in the proposed new downtown library were discussed at the Board Retreat. This will also be discussed at the next KCPL Building Committee meeting.

NEW BUSINESS:

1. Special Recognition. Ms. Wright stated that Ms. Mary Ann Taylor, St. Albans staff member, had submitted her resignation effective February 24, 2005. Ms. Taylor has been employed by the Library since December 29, 1986.

Upon motion by Dr. Bailey, seconded by Ms. Russell and unanimously carried the following resolution was adopted:

WHEREAS, Mary Ann Taylor submitted her notice of resignation effective February 24, 2005; and

WHEREAS, Mary Ann Taylor was employed by the Kanawha County Public Library since December 29, 1986 at the St. Albans branch; and

WHEREAS, Mary Ann Taylor provided high quality service to the children of the St. Albans area and fulfilled the responsibilities of her position with competence, diligence, caring, loyalty and integrity;

NOW THEREFORE BE IT RESOLVED, That the Board of Directors of the Kanawha County Public Library recognizes with deep appreciation Ms. Taylor's years of service to the library.

AND BE IT FURTHER RESOLVED, That the Board of Directors of the Kanawha County Public Library wishes Ms. Taylor good health and enjoyment of whatever areas of interest and endeavors she may choose.

AND BE IT FURTHER RESOLVED, That this resolution be spread upon the minutes of this meeting of the Kanawha County Public Library Board of Directors and a copy thereof furnished to Ms. Taylor.

The Board then resumed discussion of the Reports of Committees.

4. Legal Affairs Committee. Ms. Tarr stated neither she nor Mr. Albert could participate in a discussion of the Bayer case due to a conflict of interest. Due to the absence of Ms. Cloer and Ms. Gage, she requested nominations from the Board for a presiding officer. Ms. Chilton nominated Mr. Rolston to preside as Chair for the remainder of the meeting. Dr. Bailey seconded, and the motion was unanimously carried.

Mr. Rolston called on Dr. Bailey to present a report from the Executive Committee.

Dr. Bailey stated that approximately a year ago the Bayer Corporation requested that the Kanawha County Commission revise its assessments due to an error that the Bayer Corporation had made in computation. The County Commission voted two-to-one to grant Bayer's request. Commissioner Carper who voted against Bayer's request then asked that the County Prosecutor file an action in Circuit Court to appeal the Commission's decision.

The Legal Affairs Committee asked attorney Chris Winton of Ray, Winton and Kelly, to monitor the Bayer case and alert the Board of any action he felt needed to be taken. Mr. Winton monitored the case and filed a brief on behalf of the library on February 28. Dr. Bailey reported that members of the Executive Committee had differing views on whether to ratify the brief filed by Mr. Winton.

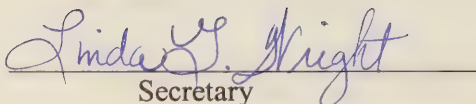
Dr. Bailey moved that a copy of the brief be provided to each board member and that a special meeting of the Board be held to further discuss this matter. Dr. Byrd seconded and all were in agreement. Dr. Bailey also stated that the Executive Committee had discussed the need for a policy to govern the adoption of legal positions by the Board.

Copies of the West Virginia Library Association's legislature goals for 2005 were distributed.

Ms. Wright stated that the West Virginia Library Association's Spring Fling is scheduled for April 7 and 8. She noted that copies of the program were provided at this meeting. If anyone is interested in going they need to contact Human Resources.

There being no further business, the meeting was adjourned.



President

Secretary

MINUTES OF A SPECIAL MEETING OF THE
BOARD OF DIRECTORS

HELD ON

MARCH 21, 2005

The Special Meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, March 21, 2005 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Dr. Bailey	Mr. P. Smith
Mr. Kauffelt	Ms. Tarr
Ms. Pauer	

Ms. Tarr, President called the meeting to order. She stated that she could only preside over the first item on the agenda. She cannot participate in a discussion of the Bayer case because she has a conflict of interest.

1. Policy for Handling Filing of Legal Documents. Upon motion by Dr. Bailey, seconded by Mr. Kauffelt, and unanimously carried the following policy was adopted:

Introduction

As the special bill approved for the library in the 1957 session of the West Virginia legislature provides to the Board of Directors the authority to sue and be sued this policy is promulgated to clarify how such actions will be handled.

Procedure

The Legal Affairs Committee of the Board of Directors serves as an advisory committee of the Board, and does not serve as legal counsel for the Board.

In any instance in which the Board of Directors is faced with pending or threatened litigation or where the Library may be faced with filing a brief or other pleading in any such litigation and time permits referral of the matter to the Legal Affairs Committee, the matter shall be referred to the Legal Affairs Committee for prior consultation.

The Legal Affairs Committee, with the assistance and input of counsel for the Library, shall review and make recommendations to the Board of Directors regarding such matters. Notwithstanding any such recommendations, and except as provided for in emergency situations, the Board of Directors is the only body authorized to approve or initiate any legal action on behalf of the Library or to approve any public legal position of the Library or the Board.

If an emergency situation exists that does not allow time to call a special meeting of the Board of Directors, the Executive Committee of the Board of Directors may act on such matters on behalf of the Board, but in every such instance, this action should then be reported at the next scheduled meeting of the Board of Directors.

A copy of the Policy for Handling Filing of Legal Documents shall be furnished by the Executive Director of the Library to all legal counsel retained to act on the Board's behalf.

Mr. Smith made a motion to end debate about the policy. That motion was unanimously approved. Ms. Tarr then called for a vote on the motion to approve the policy. That motion was also unanimously approved.

Due to the absence of Ms. Cloer and Ms. Gage, Ms. Tarr asked for nominations for a presiding officer. Mr. Kauffelt nominated Dr. Bailey to preside as Chair for the remainder of the meeting. Mr. Smith seconded, and the motion was unanimously carried. Ms. Tarr then left the meeting.

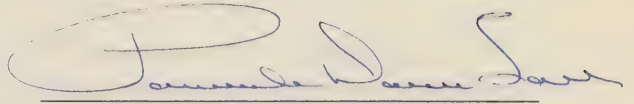
Dr. Bailey summarized what had taken place at the Board meeting on March 14, 2005 regarding the Bayer Corporation case.

Mr. Kauffelt made a motion not to withdraw the brief that has been filed on behalf of the library and that legal counsel should not take any further action. Ms. Pauer seconded the motion.

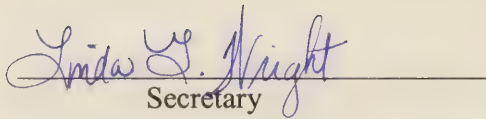
There was discussion of issues raised about this situation at the Executive Committee meeting of March 12, 2005. Dr. Bailey discussed the concerns voiced at the Executive Committee meeting regarding the County Commissioners reaction given that two of the three members voted for approving Bayer's request. There was a concern voiced at the Executive Committee about the commissioner's reaction to the brief and their reception to any proposal of assisting us with a bond issue. Dr. Bailey noted the other concern about the reaction of the Bayer Corporation to any request for funds towards the new Main Library project in light of the position taken in the brief.

Dr. Bailey asked for a vote on the motion made by Mr. Kauffelt. The motion was unanimously carried.

There being no further business, the meeting adjourned.

A handwritten signature in blue ink, appearing to read "James D. Lane", written over a horizontal line.

President

A handwritten signature in blue ink, appearing to read "Linda G. Wright", written over a horizontal line.

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
HELD ON APRIL 11, 2005

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, April 11, 2005 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Dr. Bailey	Mr. Reustle
Ms. Chilton	Mr. Rolston
Ms. Cloer	Mrs. Rugeley
Ms. Gage	Ms. Russell
Mr. Kauffelt	Mr. M. Smith
Ms. Poffenbarger	Mr. P. Smith
Mr. Ray	Ms. Tarr

Also present were Ms. Linda Wright, Director, Ms. Linda Miller, Associate Director for Public Services, Mr. Steven Thomas, Assistant Director for Support Services and Ms. Angie Cash, Administrative Assistant.

Ms. Tarr presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion of Mr. P. Smith, seconded by Mrs. Rugeley and unanimously carried, the minutes of the March 14, 2005 meeting were approved as mailed.

Upon motion of Mr. P. Smith, seconded by Mr. Kauffelt and unanimously carried, the minutes of the March 21, 2005 Special meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Reustle, and unanimously carried, the payment of Book Bills in the amount of \$58,239.68 and the General Bills in the amount of \$122,671.91 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of \$98.73 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Reustle, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of March. Included were the following:

The library participated in several events in March. The bookmobile was at the Capitol on March 15, Library Day at the legislature. People who visited ranged from representatives from Pocahontas County who are considering purchasing a bookmobile, people who came on and recalled visiting a bookmobile when they were children and several patrons who returned materials and borrowed some new items. The library also had a display at the Fatherhood Summit sponsored by Head Start on March 24 and used the opportunity to promote our monthly story times for children and their dads. Reference Librarian David Schau made a presentation about library services and resources to the Halfway House in Rand. A presentation about the library's grant resources was made by reference librarian, Jen Dawson, to a grant writing workshop sponsored by the Greater Kanawha Valley Foundation. St. Albans Branch Librarian, Toni Blessing, made a presentation about library resources and services to a meeting of the St. Albans Woman's Club.

Examples of some programming offered during March include a Celtic Dance program offered to 70 people at the Main Library and St. Albans. 100 people at the Main Library, Dunbar and St. Albans attended a children's program on costume making entitled "Glue N Go". The children's department planned some system wide programs during the week of spring break. A craft day on March 29 had over 200 participants around the system and a games day on March 31 had over 125 participants.

Training opportunities for staff this month included attendance at a 2 day facilities management conference offered in Charleston, two staff members attending an Appalachian Literature conference in Ashland, KY, two staff members attending Public Library Association workshops in Chicago and two staff members attending a two day wireless networking workshop here in Charleston.

For the first time the number of holds placed on various titles in the collection exceeded 10,000 for one month.

OLD BUSINESS:

1. Library Foundation. Ms. Tarr reported that the library has been granted one million dollars from the Greater Kanawha Valley Foundation for the new Main Library building project. Ms. Tarr expressed deep appreciation to Ms. Wright and Ms. Cindy Miller for all their hard work and efforts in developing the grant and meeting with representatives of the Distributions Committee at the Greater Kanawha Valley Foundation.

Upon motion by Mr. P. Smith, seconded by Mrs. Rugeley, the following resolution was considered by the Board:

RESOLVED, That the Board of Directors of the Kanawha County Public Library wishes to express its deep appreciation to the Greater Kanawha Valley Foundation for the grant of one million dollars towards the new main library project; and

FURTHER RESOLVED, That the Board of Directors accepts the contingencies placed on the grant: 1) having signed options from all the land owners to purchase the required property to complete the project, including from the United States Post Office, 2) raising \$5,000,000 toward the project within the next year, 3) acquiring passage of the bond levy, and 4) giving a naming opportunity in the project.

Ms. Tarr asked for discussion on the resolution and on the conditions contained in the Greater Kanawha Valley Foundation grant award.

Ms. Tarr reported that Ms. Wright has been communicating with the Post Office's Regional facilities manager, David Eales, about the surface parking lot owned by the Postal Service which is part of the site to be occupied by the new main downtown library building. Mr. Eales has responded to Ms. Wright's communications with questions concerning the library building project in relation to the Post Office site. However, Mr. Eales has not responded to the Board approved letter concerning the Post Office property sent to him in February 2005. Acting on a suggestion by Ms. Chilton, Mr. Albert, Mr. Rolston, Mr. Steve Branner and Ms. Tarr will meet with Congresswoman Capito to see if the Congresswoman would be willing to speak to Mr. Eales on behalf of the Board and the new Main Library building project. Ms. Tarr expressed appreciation to Ms. Chilton for her suggestion and to Mr. Albert for contacting Congresswoman Capito and setting up an appointment.

Ms. Tarr reported that letters had previously been sent to each property owner to begin discussions with regard to obtaining property options. There were only two responses, both inquiring whether the Board had sufficient funds on hand to pay for the

property. At that time the Board did not have the financial resources to purchase property. Ms. Tarr stated that Ms. Wright has set funds aside in the current budget to fund property options, in addition to funds from the Greater Kanawha Valley Foundation awarded specifically for this purpose. Ms. Tarr noted that contacting and negotiating with the property owners will be very time consuming. Ms. Tarr asked the Building Committee to develop a plan for pursuing property options, including identifying who should negotiate the options on behalf of the Board, and to bring a recommendation to the Board of Directors at the June Board meeting.

Ms. Wright stated that the library has submitted a grant application to the Jacobson Foundation and hopes to hear from it soon. Ms. Wright also stated that there are other grant applications that will be submitted within the next few months, including an application to the Clay Foundation.

In response to suggestions from Mrs. Rugeley and Mr. Kauffelt, Ms. Tarr stated that she would speak with attorney Chris Winton to see if a portion of the Jacobson Trust could be used for the new Main Library building project. She requested that the Legal Affairs Committee and Mr. Winton investigate what steps need to be taken in regard to the Jacobson Trust and to report back to the Board of Directors at the June Board meeting.

Ms. Tarr stated that the Donor Cultivation Committee of the Library Foundation has done an outstanding job with the events that have taken place. Ms. Cookie Glasser,

Ms. Ginny George and Mrs. Gina Rugeley have all hosted an event. Mrs. Rugeley stated that the committee would be meeting tomorrow to discuss whether to have additional smaller gatherings or to host a larger event to include more people. Ms. Tarr expressed appreciation to the committee for their time and effort in conducting these events.

Ms. Tarr reported that Dr. Byrd had suggested at the Board of Directors' Retreat that a script be prepared so that those soliciting donations have the same basic information about the plans for the new Main Library building project. Ms. Cindy Miller is currently working on a script that will be distributed at the June Board of Directors meeting.

Ms. Tarr stated that the current library building is a significant asset; however, proceeds from its sale may not be received in time to be used for construction of the new Main Library building. The Board of Directors will need to develop a plan regarding the sale of the present building and the use of the proceeds from its sale, possibly to fund an endowment to operate the new Main Library building.

Ms. Tarr stated that the Board of Directors can apply to the Greater Kanawha Valley Foundation for extensions of the grant conditions. The only condition with a time limit is the requirement that five million dollars for the project be raised within the next year. Mr. Ray asked if this contingency could be met with monetary pledges or if it would have to be met with money in hand. Ms. Wright believes that the condition can be met with pledges but will confirm this with the Greater Kanawha Valley Foundation.

Ms. Tarr stated that meetings would be arranged with members of the Board of Education and the County Commission to discuss the bond issue. These meetings will be scheduled before the June Board of Directors meeting. Ms. Tarr asked the Governmental Relations and Executive Committees to meet jointly to identify what steps need to be taken to develop an advocacy campaign in support of the bond issue and to report back to the Board at the June Board meeting.

Mr. Rolston questioned whether the Board can acquire signed property options from all of the property owners, a condition contained in the Greater Kanawha Valley Foundation grant award.

After further discussion and upon motion of Mr. Ray, seconded by Ms. Russell, the above resolution was amended to change the word “accepts” in paragraph two, line one to “will pursue satisfaction of “ [the contingencies] and to revise paragraph two, item four to read “giving a naming opportunity in the project to the Greater Kanawha Valley Foundation.”

The resolution as amended was then approved by the Board. The Greater Kanawha Valley Foundation will be informed of the Board’s action.

REPORTS OF COMMITTEES:

1. Building Committee. It was reported that the committee met to discuss naming opportunities in the proposed new Main Library building. Based on a suggestion from Mrs. Rugeley, it was decided to ask the Library Foundation to develop recommendations concerning (1) specific naming opportunities within the building, and (2) corresponding donation amounts that would trigger naming opportunities, by the end of May so the Building Committee could review the Foundation's recommendations before the June Board meeting.

Ms. Tarr asked whether the Board would be willing to name the new Main Library building for an individual rather than for its geographic location, as the Board has done in the past. It was the consensus of the Board to allow the building to be named for an individual. Dr. Bailey stated that there should be a policy allowing the Board to exercise its discretion in accepting or rejecting specific naming requests. Ms. Tarr requested that the library staff develop a general policy and guidelines for the Board to consider when responding to requests to name buildings, branches, or sites within buildings for specific individuals.

A proposed letter to the Post Office Regional Facilities Manager, Mr. Eales, concerning the parking lot the Post Office owns on the south side of Lee Street was distributed and discussed. Upon motion of Dr. Bailey, seconded by Ms. Poffenbarger, and unanimously carried the proposed letter was approved by the Board.

2. Embleton Building. Ms. Wright stated that the Embleton Building on the corner of Dickinson and Quarrier Street was shown on the most recent proposed plans for the new Main Library site as a small park area. Ms. Wright stated that the Embleton building has recently been purchased by Mr. Jim Dobbs. The architects will go back and redraw the proposed plans for the new Main Library site to delete this piece of property.

NEW BUSINESS:

1. Staff Recognition. Ms. Wright stated that Ms. Ethel Lindberg has submitted a notice of her intent to retire effective May 31, 2005. Upon motion of Mrs. Rugeley, seconded by Ms. Russell and unanimously carried the following resolution was adopted:

WHEREAS, Ethel Lindberg has submitted her notice of her intent to retire effective May 31, 2005 and

WHEREAS, Ethel Lindberg has been employed by the Kanawha County Public Library since June 24, 1985 and has served in positions at the Sissonville Branch library, the Children's Department at the Main Library and at the Cross Lanes Branch library; and

WHEREAS, Ethel Lindberg has fulfilled the responsibilities of these positions in a highly exemplary fashion including quality patron service and a high degree of dependability, accuracy, punctuality, responsibility and thoroughness.

NOW THEREFORE BE IT RESOLVED, That the Board of Directors of the Kanawha County Public Library recognizes with deep appreciation Ms. Lindberg's years of service to the library.

AND BE IT FURTHER RESOLVED, That the Board of Directors of the Kanawha County Public Library wishes Ms. Lindberg a retirement filled with good health and enjoyment of whatever areas of interest and endeavors she may choose.

AND BE IT FURTHER RESOLVED, That this resolution be spread upon the minutes of this meeting of the Kanawha County Public Library Board of Directors and copy thereof furnished to Ms. Lindberg.

2. National Library Week. Ms. Wright reported that National Library Week is April 10 – 16. Upon motion of Ms. Poffenbarger, seconded by Ms. Gage and unanimously carried the following resolution was adopted:

WHEREAS, April 10 through April 16, 2005 is celebrated as National Library Week, and

WHEREAS, the Kanawha County Public Library system staff again, during the past year, has exhibited its dedication to continuing the delivery of quality services to library patrons as exemplified by the continued success of the West Virginia Book Festival and the summer library clubs for children and adults, and

WHEREAS, the Kanawha County Public Library system staff have also planned, programmed and implemented many other activities in the past year that have resulted in the expansion and improvement of library services provided to patrons, and

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the Kanawha County Public Library system here assembled on April 11 2005 that on the occasion of National Library Week, that the staff of the Kanawha County Public Library system are hereby commended for their continued effort to provide patrons with the most effective services, materials and facilities possible in order to contribute to the level of quality of life desired by the patrons with regard to public library services, and

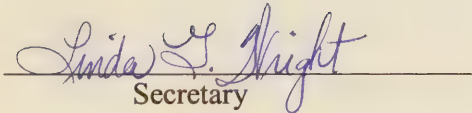
BE IT FURTHER RESOLVED, by the Board of Directors of the Kanawha County Public Library system that this resolution of commendation be made known to all members of the staff.

3. Other. Ms. Wright stated that she would be out of the office for the next several weeks on medical leave. Ms. Linda Miller, Associate Director for Public Services will be in charge of the library during Ms. Wright's absence.

There being no further business, the meeting was adjourned.

A handwritten signature in blue ink, appearing to read "James D. Davis", written over a horizontal line.

President

A handwritten signature in blue ink, appearing to read "Linda S. Wright", written over a horizontal line.

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
HELD ON MAY 9, 2005

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, May 9, 2005 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Dr. Bailey	Mr. Reustle
Dr. Byrd	Ms. Russell
Ms. Chilton	Mr. M. Smith
Ms. Gage	Mr. P. Smith
Mr. Kauffelt	Ms. Tarr
Ms. Poffenbarger	Ms. Whitehead
Mr. Ray	

Also present were Ms. Linda Wright, Director, Ms. Linda Miller, Associate Director for Public Services, Mr. Steven Thomas, Assistant Director for Support Services and Ms. Angie Cash, Administrative Assistant.

Ms. Tarr presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Ms. Tarr welcomed Ms. Wright back from her medical leave of absence and thanked Ms. Miller and Mr. Thomas for their outstanding service while Ms. Wright was on leave.

Approval of Minutes. Upon motion of Dr. Bailey, seconded by Ms. Chilton and unanimously carried, the minutes of the April 11, 2005 meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Ray, and unanimously carried, the payment of Book Bills in the amount of \$53,700.76 and General Bills in the amount of \$121,322.80 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of \$319.77 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Ray, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report. After acknowledging the assistance of Linda Miller, Steven Thomas and Angie Cash during her absence Ms. Wright gave an oral report on the activities of the Library for the month of April that had been compiled by Ms. Cash.

Included were the following:

National Library Week was celebrated throughout the system with fine free week and different programs for our patrons. The Friends Group and various Advisory Boards treated staff members at each location to different types of refreshments. READ posters of staff and government officials were on display during the month. Staff received very positive comments on how much patrons enjoyed seeing the posters and what a great idea it was to highlight staff on the posters.

As a first step in implementing wireless at KCPL, we purchased a Canary Wireless Digital Hotspotter – a small device that fits in the palm of your hand. It detects wireless networks in the area, giving the network name, signal strength, encryption status and channel. This information is necessary so that when KCPL sets up its wireless network we can avoid interference from other nearby wireless networks.

Many programs were offered during the month in celebration of National Library week. Some examples include: “All Aboard the Iron Horse” which included songs and stories of the railroad offered to 302 people at the Main Library, Dunbar, Riverside and St. Albans. West Virginia musicians presented a “Mountain Music at the Library” series for 128 people at St. Albans. 129 people attended “Jazz It Up at the Library” at Cross Lanes, which was presented by the Andrew Jackson Middle School Jazz Band. 18 people attended the “Family Read Aloud Sleepover” at Dunbar where children from different branches quickly became friends as the Children’s staff supplied fun for the evening. Craft Cube at Elk Valley was offered to 153 people throughout the month.

Training opportunities for staff this month included 17 staff members attending WVLA’s Spring Fling. Two of our staff members participated in presentations at the Spring Fling. One Automation staff member attended a one-week course on Microsoft Exchange Server held at New Horizons in Teays Valley. This training was in preparation for the switch over to a new email system.

Success Story: One of the night teachers asked to bring her class (26 students) to the Riverside Library once a week for the month of April to do research on Japan. The assignments included all aspects of Japanese life such as lifestyle, clothing, ethics, government, language, etc. Most of the students did not know how to use computers or reference books for research, so the instructor asked the library to provide training. Traletta Wallace taught the class how to use the computer for research. She worked with the school librarian and Pat Abbot on pulling materials the students could use throughout the month. The students came in each week and used the materials that were left out for them. This was rewarding for the staff and the students.

REPORTS OF COMMITTEES:

1. Building Committee. Ms. Tarr reported that she contacted Mr. David Eales, Post Office Regional Facilities Manager, regarding the property owned by the Post Office on the south side of Lee Street. Ms. Tarr stated that Mr. Eales was cooperative and stated that he would be willing to meet to discuss the new Main Library building project but would prefer to have a specific proposal in advance of the meeting. Ms. Tarr reported

that she is also arranging a meeting with Lori Wigley, Local District Manager, whose employees park on the Post Office property needed for the new Main Library.

Mr. Albert, Mr. Branner and Ms. Tarr met earlier with Congresswoman Capito to discuss an approach to the Post Office regarding the new Main Library Building project. Congresswoman Capito suggested that the committee meet with local Post Office representatives before meeting with Mr. Eales to make sure that the local Postal Officials are aware of the new Main Library building project and how the Postal property fits into the current design.

Ms. Tarr and Mr. Tom Heywood met with Jamie Adkins, the local postmaster, who is very supportive of the new Main Library building project. Mr. Adkins stated that having a new Main Library in the neighborhood would enhance the Post Office and create a cultural/recreational block in conjunction with the Clay Center and the Ball Park. However, the employees who park on the surface lot which the library would like to acquire are regional postal employees; Mr. Adkins recommended a meeting with Ms. Wigley, District Manager.

Ms. Tarr distributed a copy of a drawing of the new Main Library site illustrating the Post Office parking lot and how this parking could be accommodated elsewhere on the site. The Building Committee recommended an exchange of properties with the Post Office. Mr. Branner stated that the Building Committee's proposal for accommodating

Post Office employee parking contemplates a separate entrance to the proposed Post Office parking lot from Dickinson Street.

Ms. Tarr listed the two main concerns raised at the Building Committee meeting: 1) that vehicular and pedestrian access to the Post Office employee parking lot would be from Dickinson Street, and 2) that, in the event the Post Office were to relocate or not need the proposed Dickinson Street surface parking lot, the library would be given first refusal rights for the property.

Upon motion by Dr. Bailey, seconded by Mr. Kauffelt the following resolution was considered by the Board:

RESOLVED, That the Board of Directors of the Kanawha County Public Library wishes to enter into negotiations with the United States Postal Service to acquire the Postal Service's surface parking lot on Lee Street for the New Main Library Building Project; and

FURTHER RESOLVED, That, in order to acquire the Postal Service's surface parking lot, the Board of Directors is willing to discuss an exchange of properties in which the Postal Service would receive 85 surface parking spaces on Dickinson Street located between the Embleton Building and the State Tax Building in exchange for the Postal Service's surface parking lot on Lee Street, with the further understanding that, in the event the United States Postal Service would no longer need the 85 surface parking spaces on Dickinson Street, the Kanawha County Public Library Board of Directors would be given the right of first refusal to reacquire the 85 surface parking spaces on Dickinson Street; and

FURTHER RESOLVED, That any agreement negotiated between the United States Postal Service and the Kanawha County Public Library with regard to such an exchange of properties must be reduced to writing and submitted to the Kanawha County Public Library Board of Directors for final approval.

After discussion and upon motion by Mr. Ray, seconded by Dr. Bailey the above resolution was amended to add the words “to be acquired by the Kanawha County Public Library” after the words “85 surface parking spaces” in the second paragraph.

The resolution as amended was then approved by the Board.

Ms. Tarr thanked Mr. Branner for his work on the project. Mr. Branner then left the meeting.

Ms. Tarr stated that the Building Committee discussed the appraisal of the current library building. Based on the Building Committee’s belief that the Board will not be in a position to sell the current building until the new building is complete, the Committee concluded it is too soon to have the current building appraised. Mr. Rolston stated he is comfortable with the earlier estimate of the current building’s fair market value in the range of 1.5 to 3 million dollars.

Ms. Tarr stated that the Building Committee is working on an approach to the various property owners of the proposed new Main Library site regarding property options. Mr. Branner has prepared an overlay, which shows the boundaries of each piece of property, illustrating how each piece is needed to complete the current design. Mr. Ray suggested since four of the parcels needed are owned by CURA, that a meeting be set up with CURA Executive Director, Pat Brown, before KCPL approaches the other property owners.

2. Governmental Relations Committee. Ms. Gage reported that the committee met last week to discuss designating KCPL and Foundation Board members to meet with potential sponsors of a bond issue. Individuals suggested to meet with the Kanawha County Board of Education are Dr. Bailey, Dr. Byrd, Mr. Heywood, and Ms. Wright. Individuals suggested to meet with the Kanawha County Commission are Mr. Albert, Ms. Tarr and Ms. Wright. Ms. Tarr asked that anyone else interested in being involved with this effort contact her.

OLD BUSINESS:

1. Membership Committee. Ms. Poffenbarger reported that the Board of Education has approved reappointment of Ms. Jennifer Pauer, Mr. Matt Smith and Ms. Jerie Whitehead for another six-year term ending June 2011.

2. Jacobson Trust. Ms. Tarr stated that the Legal Affairs Committee is meeting in the next few weeks to discuss the provisions of the Jacobson Endowment. Mr. Chris Winton, attorney, believes that, if certain steps are followed, the Board may be able to use one-half of the principal of the Jacobson Endowment for construction of the new Main Library.

NEW BUSINESS:

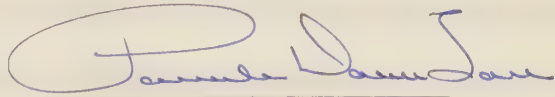
1. Library Foundation. Ms. Chilton stated that the Foundation's Nominating Committee met and is bringing before the Board Cathy Becker as candidate for the Library Foundation Board.

Upon motion by Ms. Chilton, seconded by Ms. Gage, and unanimously carried the following resolution was adopted:

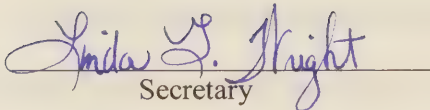
RESOLVED, That Cathy Becker be appointed as a member of the Board of the Library Foundation of Kanawha County, Inc.

2. Nominating Committee. Ms. Tarr stated that she has appointed Ms. Chilton, Mr. Kauffelt, and Mrs. Rugeley to serve on the KCPL Board Nominating Committee with Mrs. Rugeley to serve as Chair. The committee will make a report at the June meeting.

There being no further business the meeting was adjourned.

A handwritten signature in blue ink, appearing to read "Pamela Damm", written over a horizontal line.

President

A handwritten signature in blue ink, appearing to read "Linda S. Knight", written over a horizontal line.

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
HELD ON JUNE 13, 2005

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, June 13, 2005 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Dr. Bailey	Ms. Pauer
Dr. Byrd	Ms. Poffenbarger
Ms. Chilton	Mr. M. Smith
Ms. Gage	Mr. P. Smith
Mr. Kauffelt	Ms. Tarr

Also present were Ms. Linda Wright, Director, Ms. Linda Miller, Associate Director for Public Services, Mr. Steven Thomas, Assistant Director for Support Services, Mr. Dan Marslender, Substitute Human Resources Manager and Ms. Caren Doyle, Human Resources Manager.

Ms. Tarr presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion of Dr. Bailey, seconded by Ms. Pauer and unanimously carried, the minutes of the May 9, 2005 meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Poffenbarger, and unanimously carried, the payment of Book Bills in the amount of \$76,608.63 and the General Bills in the amount of \$156,174.62 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of \$516.80 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Poffenbarger, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Mr. Marslender then introduced Ms. Caren Doyle, Human Resources Manager. Ms. Doyle brings a great deal of experience to us from her former position as the Director of Human Resources and Employee Development with CRC Insurance Services, Inc.

Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of May. Included were the following:

KCPL took the first step into the world of wireless technology in May. The Automation Department installed a wireless connection between the computer on the bookmobile and the computer in the bookmobile workroom. This allows the staff to make more efficient use of their time as they restock the bookmobile for each day's schedule.

The library participated in several outreach opportunities during the month. The bookmobile participated in a Health Fair offered by Thomas Hospital on May 7. The bookmobile also represented the library in a parade in Belle on May 14. The library had an exhibit at the Senior Expo at the Civic Center. The St. Albans Branch staff participated in a safety fair held at the First Presbyterian Church in St. Albans.

The major adult program offered in May was a full day workshop on Irish Scotch genealogy at the Dunbar Branch. 73 people attended this program including several people from Ohio and other places in West Virginia. We had great cooperation from the City of Dunbar for this program. They offered free shuttle service to handle the parking challenge and they also provided lunch for all who attended. Riverside Library worked with school staff to host a reception for the school's Honor Society. 110 students and parents attended this event. The Main Library has had a good response to an anime club that started several months ago for teens. The most photogenic program this month was held in Clendenin on Saturday, May 7. The Clendenin Library and the local Heritage Group, which is working hard on community development, co-sponsored a Pet Parade. The caption to a picture on the front page of the community newspaper includes the following description: "With a rabbit, cat, turtle, dogs, etc. the variety was amusing. The group had fun marching their pets down Main Street, with the excitement of the cat getting loose and the turtle having a little accident all went great."

The major activity across the system in May was preparing for summer library club. Staff members spent a number of hours preparing decorations for their respective children's areas to attract children's attention. They also spent a great deal of time talking about the program in numerous classrooms and school assemblies across the county. They reached approximately 7900 children in these presentations.

The success story this month comes from St. Albans: "A former patron who moved to Texas in June 2004 returned to St. Albans for a visit recently and told the library staff that her library in Texas, while bigger and newer, was 'not nearly as good as this library'. She said that her new library never had the books she requested and that the staff was 'not friendly'. She said that of all the things she missed about St. Albans, she missed the library the most.

REPORTS OF COMMITTEES:

1. Legal Affairs. Ms. Tarr reported that the committee met and discussed the Jacobson Endowment Fund. The library is permitted to use up to one-half of the principal for an addition to the Main Library building at its current site. Mr. Chris Winton, attorney, was asked by the committee to look into whether the library could use these funds for construction of the proposed new Main Library building. Mr. Winton reported back to the committee that he believes the library can use funds from the Jacobson Endowment for construction of the proposed new Main Library under certain

conditions. Mr. Winton has drafted a resolution to present to the Board after Mr. Ray speaks with Mr. Jacobson's daughters about the proposed use of the Jacobson funds for construction of the new Main Library. Ms. Tarr stated that there is approximately \$1,600,000 in the Jacobson Endowment.

2. Building Committee. Ms. Tarr reported that she, Mr. Steve Branner and Ms. Linda Wright met with Ms. Lori Wigley, Regional Post Office Manager, Ms. Chris Gibson, Post Office Finance and Facilities, Mr. Bruce Perry, Post Office Security, and Mr. Jamie Adkins, local postmaster, concerning the new Main Library building project and a proposed exchange of properties. Ms. Tarr reported that Ms. Wright explained to the postal representatives the library's plans for constructing a new main building, the problems the Board faces in acquiring the FiberNet building, and the change in building design which resulted in the Library's need to acquire the Post Office's surface lot on Lee Street. Ms. Tarr reported that the postal representatives expressed concerns regarding security for their employees because the proposed relocation of their surface parking lot behind the Tax Department building would mean the relocated parking lot would not be visible from the Post Office building. In the interests of security, the Post Office has installed an expensive high-level security camera on its current surface parking lot. Ms. Wigley indicated that she and her staff would evaluate a possible exchange of properties with the postal regional facilities office in Greensboro. If the local office and the regional facilities office agree to the proposed exchange, there are no additional levels of approval needed, according to Ms. Gibson. The Post Office personnel indicated they would respond to the library concerning an exchange of properties by mid-July.

Ms. Wright stated that Steven Thomas presented a first draft of a policy on naming opportunities to the committee. The committee reviewed the policy and gave Mr. Thomas additional feedback. Mr. Thomas will continue refining the policy and return to the committee with a second draft. Ms. Wright also stated that the committee is in agreement with the resolution that came from the Library Foundation regarding the naming opportunities and that Mr. Thomas will be incorporating this into the draft policy.

Ms. Wright stated that CURA owns several parcels of property on the proposed new Main Library site. Mr. Winton had previously been asked to research what conditions there are with regard to what CURA can do with the property that they own. Mr. Winton reported back to the committee that CURA could give the property to the library. Mr. Albert will be contacting Mr. Ed Maier, Chairman of the CURA Board, to speak to him on this matter.

Ms. Wright stated that it was the consensus of the Building Committee to wait until an agreement is reached with regard to the Post Office property before spending money on property options.

Ms. Tarr reported that a grant application had been submitted to the Jacobson Foundation requesting one million dollars for the new Main Library building project. The Jacobson Foundation has declined to fund the library's grant application at this time. Ms. Wright stated that she spoke with Mr. Chris Winton, one of the trustees of the

Foundation, who indicated that, after the library has reached an agreement with the Post Office, it should resubmit its application.

Ms. Tarr reported that she, Mr. Albert, Ms. Wright, and Tom Heywood of the Foundation Board would be meeting later in the week to finalize plans for submitting a grant application to the Clay Foundation.

3. Financial Affairs Committee. Mr. Smith presented and reviewed the Fund Balance Report, the Revenue Report and the proposed budget for the Library for fiscal year 2005/2006 (all attached).

Mr. Smith also presented the committee's recommendation for budget transfers for the 2004/05 fiscal year.

Upon motion by the committee, seconded by Dr. Byrd and unanimously carried the following resolution was approved:

RESOLVED, That the Library Director is hereby authorized to make the following line item transfers within the budget for fiscal year 2004/05:

<u>From</u>	<u>To</u>	Amount
Automation Repairs & Maintenance	Automation Software	\$5,000
Automation Repairs & Maintenance	Supplies Automation (regular)	\$1,000
Automation Repairs & Maintenance	Automation Supplies	\$4,300
Phone (B & G)	Refunds	\$4,000
Contingency	Administration Supplies	\$2,000
Full Time Paraprofessional – Dunbar	Part Time Paraprofessional - Dunbar	\$17,043

Ms. Wright stated that Kanawha County property valuations were certified in early March and according to the formula from the Special Bill the library would receive a 3.4% increase in income from the levying authorities. In early April Ms. Wright was informed that Columbia National Resources, CNR, had discovered an error regarding reporting of production information used in part to determine the taxes for the company. CNR has filed a request with the State Tax Department for a correction of their assessed value due to this error. The Tax Department is currently reviewing the request. If CNR is subsequently allowed to amend its production information to incorporate correction(s), this will reduce the amount of taxes that Kanawha County will collect from the company. This in turn will result in a decrease in income to the library of approximately \$66,000 for the 2005/06 fiscal year. Ms. Wright recommended that this situation be handled by using the amounts from the levying authorities as determined by the certified valuations for the income section but increasing the amount of the contingency line in the expenditures to allow for the shortfall in income should the State Tax Department approve the request from CNR.

Dr. Bailey stated that the Personnel Committee met to discuss a proposed salary increase for staff members. After much discussion by the committee it was decided to bring before the Board a request for a 2% increase in salary for all staff due to the unresolved issue concerning tax income from Columbia National Resources. At the time of the Personnel Committee meeting, information about the amount of money in the library's unencumbered fund balance was not available. The Finance Committee

subsequently requested information concerning the unencumbered fund balance in considering the budget for the 2005/06 fiscal year. After receiving and reviewing the requested information, Ms. Wright, Ms. Tarr and Dr. Bailey determined that an additional 1% pay increase for library employees would not adversely impact the budget. Dr. Bailey then made a motion to amend the budget to increase the percentage of salary increase for all library staff from 2% to 3%. Dr. Byrd seconded the motion and all were in favor.

Upon motion by Dr. Bailey, seconded by Dr. Byrd and unanimously carried the attached proposed budget for fiscal year 2005/06 with a 3% increase in salary for staff members was then approved.

On another matter, Ms. Tarr thanked Ms. Chilton for hosting a gathering at her home to talk about the new Main Library building project. Ms. Chilton stated that there was good attendance and everyone left enthused about the project.

4. Nominating Committee. Ms. Tarr reported that Ms. Caroline Cloer has requested a leave of absence from her duties as First Vice President. Ms. Tarr also reported that neither she nor Ms. Gage, the Second Vice President, would be available to serve as officers in 2005/06. Ms. Tarr thanked Ms. Cloer and Ms. Gage for their hard work and outstanding service to the Board and thanked the Board for its support during her two-year term as President.

Ms. Chilton reported that the Nominating Committee was recommending the following slate of officers for the 2005/2006 fiscal year:

Mr. Mike Albert	President
Dr. Ken Bailey	1 st Vice President
Mr. Matt Smith	2 nd Vice President
Ms. Linda Wright	Secretary/Treasurer
Mr. Steven Thomas	Assistant Secretary/Treasurer

Ms. Chilton stated that the election of officers would occur at the July Board meeting.

Ms. Chilton also reported that at the May Board meeting the committee brought before the Board the name of Ms. Cathy Becker for appointment to the Board of the Library Foundation. Ms. Chilton stated that Ms. Becker had not yet been approved by the Library Foundation Board. At the May Library Foundation meeting Ms. Becker was approved to fill a five-year term ending 6/30/10. Dr. Steven Jubelirer was also approved for a three-year term ending 6/30/08.

Upon motion by Ms. Chilton, seconded by Mr. M. Smith and unanimously carried Ms. Becker and Dr. Jubelirer were approved as members of the Library Foundation Board.

OLD BUSINESS:

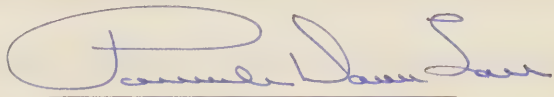
None.

NEW BUSINESS:

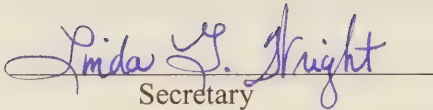
1. Street Fair. Ms. Wright stated that the Library's annual Street Fair would be held Saturday, June 18 on Capitol Street from 10:00 a.m. – 4:00 p.m. Ms. Wright also stated that if anyone could help cover the display about the new Main Library they should contact Angie Cash.

2. Annual Meeting. Ms. Tarr stated that the Annual Meeting of the Board would be held at the Dunbar Branch Library at 2:00 p.m. on Thursday, July 14, 2005.

There being no further business the meeting was adjourned.

A handwritten signature in blue ink, reading "Pamela Dawn Sarr", written over a horizontal line.

President

A handwritten signature in blue ink, reading "Linda S. Wright", written over a horizontal line.

Secretary

**KANAWHA COUNTY PUBLIC LIBRARY
2005/2006 APPROVED BUDGET
INCOME**

	Proposed Budget <u>2005/2006</u>	% Budget Increase/ <u>Decrease</u>
Levying Authorities		
Board of Education	\$2,345,948	3.76%
County Commission	2,345,948	3.76%
City of Charleston	808,484	1.38%
Subtotal	5,500,380	3.40%
State Grants		
Grant In Aid	737,006	-0.09%
(@ 4.01 per capita)		
Basic GIA - Nitro	0	0.00%
Nitro Board Legislative Digest	0	0.00%
Book Festival Grant	0	0.00%
Nitro Administrative Fee	0	-100.00%
Budget Digest	0	0.00%
Subtotal	737,006	-0.67%
Branch Support		
Clendenin	3,528	5.16%
Cross Lanes	8,260	10.28%
Dunbar	58,614	-0.28%
Elk Valley	6,121	-2.33%
Glasgow	652	19.85%
Marmet	2,717	5.56%
Riverside	6,220	-2.39%
St. Albans	90,008	2.71%
Sissonville	5,949	4.11%
Subtotal	182,069	1.87%

**KANAWHA COUNTY PUBLIC LIBRARY
2005/2006 APPROVED BUDGET**

INCOME	
Proposed Budget <u>2005/2006</u>	% Budget Increase/ <u>Decrease</u>

Other

Fund Balance	45,903	17.70%
Clendenin Flood Insurance Reserve	700	0.00%
Fines and Fees	95,000	-5.14%
Interest	20,000	33.33%
Miscellaneous/Booksale/Parking	55,000	-8.33%
Nitro	0	0.00%
Jacobson Fund	40,000	0.00%
Library Foundation	5,000	0.00%
<i>Subtotal</i>	<u>261,603</u>	<u>0.68%</u>
GRAND TOTAL	<u><u>6,681,058</u></u>	<u><u>2.79%</u></u>

NOTE:

1. County Commission income as of 3/31/05 does not include monies received in July for fiscal year 2003/2004 in the amount of \$391,875.86.
2. Branch Contribution and Library Foundation income as of 3/31/05 have not been transferred from The Library Foundation account.

KANAWHA COUNTY PUBLIC LIBRARY
2005/2006 APPROVED BUDGET
EXPENDITURES

	Budget <u>2005/2006</u>	% Budget Increase/ <u>Decrease</u>
Salaries (117 FTE)		
Full-time Professional	\$1,236,436	2.72%
Full-time Paraprofessionals	1,531,153	1.97%
Part-time Paraprofessionals	383,820	6.05%
Substitute Professionals	8,000	0.00%
Substitute Paraprofessionals	75,000	0.00%
Overtime	2,500	0.00%
Salaries Subtotal	<u>3,236,909</u>	<u>2.67%</u>
Benefits		
Drug and Alcohol Screening	500	-16.67%
Education	7,000	0.00%
Employee Assistance Program	1,000	-33.33%
Employee Parking	35,000	0.00%
Retirement	294,403	-0.17%
FICA	247,624	2.67%
Health Insurance	536,623	9.32%
Dental/Vision Insurance	37,500	2.46%
Disability Insurance	12,000	0.00%
Workers Compensation	15,000	0.00%
Unemployment Compensation	1,000	0.00%
Subtotal	<u><u>1,187,650</u></u>	<u><u>4.58%</u></u>
Salaries & Benefits Total	<u>4,424,559</u>	<u>3.18%</u>
Materials for Collection	<u>1,005,000</u>	<u>-0.99%</u>
Collection Materials Total	<u>1,005,000</u>	<u>-0.99%</u>

KANAWHA COUNTY PUBLIC LIBRARY
2005/2006 APPROVED BUDGET
EXPENDITURES

	Budget 2005/2006	% Budget Increase/ Decrease
Building and Equipment		
Automation Equipment	14,000	0.00%
Automation Repair & Maintenance	105,000	12.90%
Automation Software	15,000	0.00%
Bookmobile Replacement	0	0.00%
Building Repair & Maintenance	112,000	53.42%
Building Improvements	0	-100.00%
Equipment Repair & Maintenance	10,000	0.00%
Furniture/Equipment Purchase	33,000	-8.33%
Rental, Equipment & Vehicle	1,000	0.00%
Vehicle, Gas & Oil	12,500	17.92%
Vehicle, Maintenance	13,900	0.00%
Computer Equipment	32,000	-12.33%
Copier Expenses	12,500	0.00%
Uniforms	1,500	25.00%
Building & Equipment Subtotal	362,400	3.93%
Personnel		
Recruitment	10,000	100.00%
Training	22,000	0.00%
Travel	30,000	0.00%
Personnel Subtotal	62,000	8.77%
Public Relations		
Printing	30,500	-7.58%
Programs	20,000	5.26%
WV Book Festival	0	0.00%
Advertising	39,500	3.95%
Public Relations Subtotal	90,000	0.00%

**KANAWHA COUNTY PUBLIC LIBRARY
2005/2006 APPROVED BUDGET
EXPENDITURES**

	Budget 2005/2006	% Budget Increase/ Decrease
Supplies		
Automation Supplies	26,500	10.42%
Housekeeping Supplies	15,000	7.14%
Supplies	86,000	0.00%
Supplies Subtotal	127,500	2.82%
Utilities		
Electricity	93,000	-8.82%
Water/Sewerage Treatment	25,000	0.00%
Natural Gas	24,800	6.44%
Fire Service Fee	900	0.00%
Telephone	59,000	-4.84%
Trash Removal	7,300	0.00%
Utilities Subtotal	210,000	-4.76%
Other		
Collection Expense for Overdue Materials	21,000	-16.00%
Postage/Freight	87,069	-14.72%
Refunds	3,000	100.00%
Memberships	5,400	0.00%
Audit	9,500	0.00%
Property and Casualty Insurance	65,000	12.07%
OCLC/Cataloging Data Expense	52,000	-3.70%
Miscellaneous	3,000	0.00%
Nitro Administrative Fee	4,330	0.00%
Computer Equipment - Nitro	0	0.00%
Professional Fees	16,500	-34.00%
Sales Tax	500	-16.67%
Salaries - Nitro	0	0.00%

**KANAWHA COUNTY PUBLIC LIBRARY
2005/2006 APPROVED BUDGET
EXPENDITURES**

	Budget 2005/2006	% Budget Increase/ Decrease
Security for Cross Lanes	800	0.00%
Kiosk Maintenance & Lease	6,500	0.00%
Capital Expenditure - Main Library	0	0.00%
Capital Expenditure - Site Selection	0	0.00%
Capital Expenditure - Vehicle	0	0.00%
Clendenin Expansion	0	0.00%
Clendenin Flood Reserve	0	-100.00%
Booksale	25,000	0.00%
Other Subtotal	299,599	-6.79%
Capital Reserve Fund	0	0.00%
Contingency	100,000	185.71%
	\$6,681,058	2.79%

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

July 14, 2005

The Annual Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Thursday, July 14, 2005 at 2:00 p.m. at the Dunbar Branch Library.

The following members were present:

Mr. Albert	Mr. Reustle
Dr. Bailey	Mrs. Rugeley
Dr. Byrd	Ms. Russell
Ms. Chilton	Mr. M. Smith
Ms. Cloer	Mr. P. Smith
Ms. Poffenbarger	Ms. Tarr

Also present were Ms. Linda Wright, Director, Mr. Steven Thomas, Assistant Director for Support Services, and Ms. Angie Cash, Administrative Assistant.

Ms. Tarr, President presided. The Director served as Secretary. The Secretary reported that a quorum was present.

The President thanked the staff of the Dunbar Branch Library, the Dunbar Advisory Board and the Dunbar City Council for hosting the Board of Directors Annual meeting and welcomed the library staff and the following guests: Mr. Bob Becher and

Mr. Bruce Moss, KCPL Building Committee members, Ms. Lela Cogar and Ms. Celene Seymour, Friends of the Library, Ms. Ruby Armstrong, Ms. Dorinda Custer, Ms. Sandy James, and Ms. Louann Petts, Dunbar Advisory Board, Mayor Roger Wolfe, City of Dunbar, Roberta Jones, Assistant to the Mayor, City of Charleston, Ms. Ginny George, KCPL Foundation, Mr. Robert Hiser, Elk Valley Advisory Board, Mr. Fred Slaymaker, Dunbar City Council, Ms. Frances Sloan, Former KCPL Board of Directors, Mr. David Koontz, St. Albans Advisory Board, Ms. Dee Wanner, Clendenin Advisory Board, Mr. Danny Wells, Delegate, West Virginia Legislature and Mr. Dan Foster, Senator, West Virginia Legislature.

Approval of Minutes. Upon motion by Ms. Russell, seconded by Ms. Poffenbarger, and unanimously carried, the minutes of the June 13, 2005 meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Albert, seconded by Mr. P. Smith, and unanimously carried, the payment of Book Bills in the amount of \$93,214.71 and the General Bills in the amount of \$119,617.49 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of \$1,072.55 duly certified and approved in accordance with the

Bylaws and on motion of Mr. Albert, seconded by Mr. P. Smith, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Ms. Tarr thanked Ms. Caroline Cloer for her services during the past year as 1st Vice President and Ms. Karen Gage for her services as 2nd Vice President.

REPORTS OF COMMITTEES:

1. Nominating Committee.

Mrs. Rugeley reported that the Nominating Committee was recommending the following slate of officers for the 2005/2006 fiscal year:

- Mr. Mike Albert – President
- Dr. Ken Bailey – First Vice President
- Mr. Matt Smith – Second Vice President
- Ms. Linda G. Wright – Secretary/Treasurer
- Mr. Steven Thomas – Assistant Secretary/Treasurer

There being no nominations from the floor, upon motion by Mrs. Rugeley, seconded by Ms. Poffenbarger the above-named officers were elected by acclamation.

Mrs. Rugeley then recognized Ms. Tarr for her exemplary service as President of the Kanawha County Public Library Board of Directors and presented Ms. Tarr with a bouquet of flowers. Upon motion by Ms. Rugeley, seconded by Ms. Chilton and unanimously carried the following resolution was approved:

RESOLVED, That Pamela Dawn Tarr has served as the President of the Board of Directors of the Kanawha County Public Library since July 2003; and

WHEREAS, Ms. Tarr has led the Library with great distinction during a period of time that has seen increased usage of the library's collection and computer terminals, greater public participation in the library programs, the development and adoption of a new long range plan and the completion of preliminary plans for a new main library building; and

WHEREAS, Ms. Tarr has given selflessly of her time and talent for the benefit of the Library.

NOW THEREFORE BE IT RESOLVED, That the Board of Directors wishes to express its deep appreciation for the leadership she has rendered to the Library during her tenure as President of the Board.

OLD BUSINESS:

None.

NEW BUSINESS:

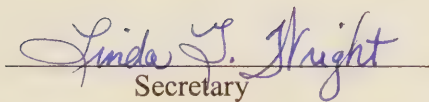
Ms. Wright presented an annual report highlighting the accomplishments of the library system during the 2004/2005 fiscal year. A copy of the annual report is attached to the minutes of this meeting.

Several staff members made special presentations. Toni Blessing, St. Albans Branch Manager, spoke about connecting with adult readers, Jane Hughes, Head of Technical Services, spoke about automating serials record keeping and Katie Ross, Children's Librarian at the Main Library, spoke about the early childhood literacy initiative.

There being no further business the meeting was adjourned and everyone was invited to stay for refreshments.



President



Secretary

 Kanawha County Public Library system

Annual Report

2004-05



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Vision:

We envision the Kanawha County Public Library as the people's premier source of information in a community where learning and reading are revered and being well informed is valued.

Mission:

The mission of the Kanawha County Public Library system is:

- To provide free, equal and uncensored access to information
- To provide citizens with job training and career development information that will prepare them for a competitive job market
- To enrich individual and family lives through satisfying educational, recreational and cultural experiences
- To enable patrons to access new information technology
- To provide opportunities for lifelong learning
- To serve as the center of community life
- To use available resources efficiently
- To seek additional resources

Kanawha County Public Library system

Board of Directors

Pamela D. Tarr, President
Caroline Cloer, First Vice President
Karen Gage, Second Vice President

Michael Albert
Kenneth Bailey
Charlene Byrd
Nelle Chilton
T. D. Kauffelt
Jennifer Pauer
Susan Poffenbarger
John L. Ray
Harry Reustle
Darrell Rolston
Virginia Rugeley
Angelia Russell
Matt Smith
Parker K. Smith, Jr.
Jerie Whitehead

Linda G. Wright, Library Director

Library Staff

Abbott, Pat	Frankel, Vinnie	McGarrity, Margaret	Stout, Sam
Allen, Betsy	Fraser, Elizabeth	McGraw, Nancy	Straughter, Barbara
Allen, Mary	Frazier, Stacy	McKnight, Joe	Talbert, Anita
Allevato, Jennifer	Frercks, Sandy	McNeely, Donna	Taylor, Marsha
Anderson, Karen	Garbosky, Al	Merriken, Gail	Teaford, Ellic
Andrews, Jean	Geiger, Beverly	Milam, Pamala	Thomas, Steven
Arey, Amy	Glasko, Heather	Miller, Cindy	Tolliver, Jeanne
Arnett, Karen	Goodall, Esther	Miller, Linda	Triplett, Peggy
Ball, Ben	Grose, Hubert	Mills, Davidia	Truluck, Norma
Barney, Lynn	Gwinn, Paul	Mills, Joycelyn	Tuitt, Charlie
Barney, Stephanie	Hacker, Pam	Morris, Lucy	VanBibber, Alta
Bess, Nina	Hansford, Marian	Mundy, Louise	Vernon, Francie
Blessing, Toni	Harmon, Tanisha	Murphy, Susan	Vogelaar, Kathy
Bradford, Gene	Harper, Betty Jane	Naga, Kalyani	Wallace, Traletta
Bradshaw, Olivia	Harper, Jessica	Naylor, Jeannie	Ward, Lora
Bravo, Olivia	Harris, Phyllis	Orndorff, Marsha	Ward, Paula
Brogan, Curtis	Harrison, Gail	Parker, Tammy	Webb, Kristi
Brooks, Willie	Henstock, Marilyn	Patton, Sharon	Wells, Katie
Brumfield, Linda	Herndon, Bridget	Payne, Lois	Wells, Sandra
Burgess, Bernice	Hicks, Jane	Pennington, Kelly	Whittington, Natalie
Burgess, Mary	Holstein, Susanna	Phillips, Annette	Willard, Marvin
Burgess, Mike	Huffman, Terry	Phillips, Laura	Williams, Joshua
Burgess, Sara	Hughes, Jane	Pickens, Henry	Williams, Joyce
Carr, Melissa	Hunt, Jeri	Pickens, Kimberly	Wright, Linda
Cash, Angie	Imel, Tammy	Polak, Judy	Wright, Sara Sue
Childers, Eddie	Ingram, Monica	Proctor, Wanda	
Clark, Garnett	Irving, Linda	Pursley, Tammie	
Cook, Todd	Jackson, Brenda	Randolph, Marilyn	
Coombs, Joyce	Jaggers, Sharon	Raynes, Darla	
Dankovich-Taylor, Kim	Johnson, Andrea	Raynes, Don	
Daugherty, Tom	Jones, Carrie	Reger, Pam	
Dawson, David	Kay, Kathy	Reynolds, Darlene	
Dawson, Jen	Keeling, Terry	Reynolds, John	
Dawson, Penny	Kelly, Karen	Richardson, Jordan	
Decker, Sheryl	Kenyon, Peggy	Riecks, Alice	
Delaney, Donna	Kidd, Kevin	Roark, Mickey	
Doyle, Caren	Knowlton, Vicki	Rodriguez, Liz	
Duff, Kim	Lacaria, Linda	Ross, Jerry	
Easter, Larry	Lane, Cindy	Ross, Katie	
Eck, Samantha	Lawrence, Linda	Saluta, Jane	
Edelman, Debra	Lindberg, Ethel	Samples, Vicky	
Faber, Shannon	Linde, Tim	Savage, Mary	
Falin, Lori	Lloyd, Travis	Saylor, Susan	
Feldman, Peggy	Lucas, Mary Lou	Schau, David	
Ferguson, Denise	Mack, Lisa	Schles, Jean	
Ferrell, Betsi	Marslender, Dan	Shafer, Faye	
Ferrill, Kay	May, Pam	Sharp, Jennifer	
Finney, Ronnie	McCallister, Lynn	Smyth, Shirley	
Flowers, Nancy	McCormick, Lindsay	Spiegler, Julie	
Foster, Teresa	McDougal, Terri	Stolze, Jake	

2004/2005 Statistics

Total patrons registered as of June 30, 2005.....	99,610
Total items in the collection as of June 30, 2005.....	603,023

During the 2004/2005 Fiscal Year:

Items circulated*	1,114,988
Patron visits to libraries	914,612
Items requested by other library systems	
from KCPL through interlibrary loan	2,625
Directional, information and reference questions answered	351,484
Number of computer users	161,947
Number of children's programs conducted	407
Number of children attending children's programs	10,620
Number of staff visits to schools and daycare centers	395
Number of children attending school/daycare visits	14,898
Number of school classes touring libraries	561
Number of people using public meeting rooms	8,204
Number of volunteer hours:	
Provided by teens.....	3,502
Provided by adults	725

*Includes in-house usage and KCPL items checked out at Kanawha County school locations.

Operations Highlights

- KCPL checked out 1,114,988 items in FY 2004-2005 an increase of 2.6% over the last fiscal year. More than 914,000 visits were made to all the libraries in the system. 161,947 computer sessions were recorded at the public access computer stations which are available at all locations. This is a 6.6% increase compared to the previous fiscal year.
- 407 programs were offered to children in various libraries across the system, a 7% increase over the last fiscal year. These programs had an attendance of 10,620, an increase over the previous fiscal year of 24%.
- The 2005-2009 Long Range Plan was developed and approved by the Board of Directors. This plan will focus and direct the work of the library system for the next several years.
- Many staff members participated in the “READ” poster campaign for National Library Week. Pictures were taken of staff members with their favorite book and displayed throughout the library system.
- The “Program Guide” and “At the Library” newsletters were revised and consolidated for better efficiency and to reduce mailing costs. “At the Library” is now being distributed on a quarterly basis.
- Timelines and action plans were initiated for numerous large-scale projects including: security guidelines and handbook, building manual and emergency plans, and signage plans and handbook.
- Significant changes were made in the automation aspect of the interlibrary loan process.
- Children’s programming expectations were drafted to ensure that quality programming is provided on a consistent basis throughout the system.
- The concept of a branch managers exchange was initiated. Each branch manager spent a half day with another manager observing procedures and exploring new ideas. The Branch Services Manager worked a half day at each location to facilitate this exchange.
- A manual was developed to provide a comprehensive resource for the management of a branch facility.

Collection Management Highlights

- Collection reviews at all locations have made a more attractive appearance on the bookshelves. Branches continued following a collection management schedule, which has resulted in improved shelf space and visibility of the collection. The Children's Services Department and the Reference Department also developed and implemented schedules.
- Several significant steps were taken to make the process of selecting materials for the collection more efficient. The Branch Services Manager began selecting all non-fiction and reference materials for the branches. The Public Services Associate began selecting new titles from *Booking Ahead* and additional copies from *System Holds Reports*. The library began to subscribe to the TIPS service which has reduced the need for routing professional review journals, resulting in faster turnaround time for ordering tools.
- Successful small book sales were held during National Library Week and every Monday during the month of September on the front plaza of the Main Library.
- The Main Library's Circulation Department revised the method used to identify new materials.
- A new system was developed to rotate audiovisual materials throughout the library system more efficiently.
- 16,597 MARC authority records were added to the on-line catalog. These records allow for greater searching ease in the on-line catalog.
- The Technical Services staff successfully migrated to the use of the OCLC Connexion Client for acquisitions and cataloging needs.
- The Children's Services Department set aside a special place for parenting books and procedures were developed to select the adult books for this special collection.
- Due to demand, additional LeapPad electronic book-and-cartridge kits for children were added to the system in November 2004.
- The Bookmobile, Glasgow, Marmet and Riveside branches worked together to develop a way to share new and large type materials.

Programming Highlights

- 2004 was the fourth year for the Britton Summer Reading club for adults. Nearly 540 patrons registered and 265 of them completed the program by reading six titles in selected categories. A reception for all participants was held on September 19.
- 3,374 children registered for the 2004 Summer Library Club, “Exploration Explosion,” and 1,800 children completed the program by reading 50 books to earn a T-shirt. Summer Library Club participants read 118,954 books during the seven-week program.
- The Children’s Services Department offered a number of programs for a variety of age groups. In keeping with the increased emphasis on early literacy, a very loyal patron base was developed for the “Born to Read” storytime for babies and toddlers. A total of 23 “Born to Read” programs have been presented this year with a total attendance of 589 patrons.
- The team of staff members responsible for systemwide children’s programs, Kids Connection Team, planned and implemented several system-wide programming initiatives including Spring Break programming, Week of the Young Child programming, and National Library Week programming.
- The Main Library and eight branches hosted Holiday Open Houses. A total of 600 people attended.
- The Audiovisual Department hosted several “Family Movie Nights” and Sunday afternoon “Family Movies” that were well received.
- The Sunday Jams music series coordinated by the Children’s Services Department was again offered at the Main Library with five very successful concerts held on Sunday afternoons in February and March. 500 patrons enjoyed the performances.
- Five branch libraries hosted book discussions groups in the past year. Attendance at most groups is growing, and some locations offer two or more discussion groups to meet local demand.
- At the Elk Valley Branch the puppet troop for teens, “Puppet People,” completed its seventh year of performances, and the “Young Writers” group has completed its third year as a successful writing group for children.
- For the third year the Bookmobile offered the very popular “Haunted Boooooomobile” at two locations.
- The Adult Programming Team boosted attendance at its programs by targeting specific audiences. Some examples of programs held this past year include: Celtic Dance, Irish-Scottish Genealogy, Mountain Music at the Library, Updating Your Computer and Healthy Eating.

Programming Highlights continued...

- The staff of the Clendenin Branch actively promoted use of the meeting room by distributing brochures, asking for an article in the local newspaper, and talking to patrons. As a result use of the meeting room has increased.
- The Teen Connection, a group of staff members working on programming for teens, planned and implemented several successful programs during the year.

School & Community Outreach Highlights

- The Bookmobile participated in 14 special events during the year.
- Children's Services staff, along with teachers, pulled and processed 542 teacher collections consisting of over 12,700 books during the year.
- The Riverside Branch continues the library's partnership with Riverside High School by utilizing the students with community service hours. One of the projects they have undertaken during this past year was painting book characters on the windows in the children's area.
- The Reference Department at the Main Library completed a full year of the "Ask A Librarian" e-mail reference service. 490 questions were answered. Thirty-two percent of the users are repeat users.
- Library staff made presentations and/or had displays about the library at a number of community events during the year such as the Fatherhood Summit sponsored by Head Start, Halfway House in Rand, Senior Expo, Health Fair at Thomas Hospital, Marmet Labor Day event, Cross Lanes Community Fair and Mountain State Business and Trade Show.

Technology Highlights

- A grant from the Gates Foundation to the West Virginia Library Commission provided one additional computer at each location throughout the system.
- Several schools were added to the SIRSI automated library system throughout the year. The total number of schools now using SIRSI is 25.
- SIRSI Release 2003 was installed. Staff computers in the branches were replaced by Dell computers running the XP operating system. This move was required before the SIRSI Release 2003 could be installed.
- The SIRSI Director's Station module was installed. This module will improve the ability of the staff to analyze various statistics.
- All staff PCs were upgraded with remote desktop capability, allowing Automation Department staff to do remote troubleshooting.
- SIRSI SIP2 was installed on the Unix server, eliminating a loophole that had existed in the PC Reservation Management software that controls access to the public computer workstations. Patrons must now enter a PIN to reserve a workstation.
- The public PCs in the Audiovisual Department were designated as "catalog only." This action ensures that PCs will be available for patrons who need to search for items in the online catalog.
- Staff made an extra effort to promote the electronic databases on the library's website. Whether during one-on-one computer classes or during reference interviews, efforts were made to introduce patrons to these databases.
- A project to automate the check-in and record keeping for all magazines and newspapers was begun by the Technical Services Department. This project will allow the serials holdings information to be displayed in the on-line catalog.
- An average of 712 patrons per month participated in the various on-line book clubs. The most popular categories were: nonfiction, fiction, romance, mystery and teen.

Human Resources Highlights

- Fifty-one positions were filled during the year. Included in this number were four professional positions: Assistant Director for Support Services, Sissonville Branch Manager, Children's Librarian, and Human Resources Manager.
- The position of Assistant Director for Support Services was created to improve the coordination of all the activities of the non-public services departments.
- Nine staff members attended Microsoft Outlook Basics training.
- Sixty-two staff members completed Reference/Reader's Advisory training offered by the Reference Department. The classes offered included inspirational fiction, humorous fiction and horror fiction.
- Sixty-four staff members participated in SIRSI training (various modules) during the course of the year.
- Twenty-five staff members attended an intensive early literacy seminar conducted by a nationally recognized figure in early literacy, Saroj Ghoting. Subsequently ninety-seven staff members attended Early Childhood Literacy training workshops. Early Literacy skills are now routinely being incorporated into KCPL's preschool programming.
- 132 staff members attended the annual Staff Development Day, which was held again at the John XXIII Pastoral Center in November. A variety of topics were presented by both internal and external sources.
- Two staff members attended the American Library Association Annual Conference in Chicago.
- Two staff members attended the Public Library Association Spring Symposium in Chicago.
- Seven staff members attended the West Virginia Library Association Annual Conference in the fall.
- Seventeen staff members attended the West Virginia Library Association spring workshops.
- Four staff members attended the SIRSI International Users Conference in Nashville.
- Forty-four staff members attended various off-site job-related individual training workshops/seminars throughout the year.
- Staff schedules in the branch libraries and bookmobile located in the eastern part of the county have been integrated to allow a more efficient use of staff hours.

Human Resources Highlights continued...

- Several branch libraries have new branch librarians. Toni Blessing moved from Riverside to St. Albans, Pat Abbott moved from Sissonville to Riverside and Joyce Coombs was hired as the branch librarian for Sissonville.
- During the fiscal year, four staff members retired: John Boggess, Courier with 14 years of service; Ethel Lindberg, Library Assistant III, Cross Lanes with 20 years of service; and Fred Ranson, Administrative Services Officer with 16 years of service; Dan Marslender, Human Resources Manager with 8 years of service..

Facilities Highlights

- A comprehensive list of facilities issues was developed and work begun on a wide range of facilities improvements.
- A restroom was installed on the fifth floor of the Main Library.
- Windows were tinted at the Cross Lanes Branch and the Dunbar Branch.
- DVD storage cabinets were purchased and installed under the Audiovisual Department's circulation desk.
- Extra shelving was added to the audiobooks, Teen Zone and the video collections in the Audiovisual Department.
- New carpeting was installed on the first floor at the Main Library and the second floor at the St. Albans Branch.
- The Main Library's first floor received a new coat of paint.
- The Children's area of the Elk Valley Branch received a new coat of paint, a new rug and more wall hangings, making the area more attractive for the young readers.
- The lower parking lot area the Elk Valley Branch was improved.
- The City of Dunbar resurfaced the Dunbar Branch parking lot. The City of Dunbar also provided support for an Irish genealogy program held in May by providing auxiliary parking and shuttle services.
- The bookmobile had body work done and was repainted by KRT.

The Library Foundation of Kanawha County, Inc.

West Virginia Book Festival

The fourth annual West Virginia Book Festival was held October 16 and 17, 2004 with over 7,000 people attending. Authors included David Baldacci, Rita Mae Brown, Naomi Shihab Nye and dozens of others. The Festival is presented by KCPL, The Library Foundation, Charleston Newspapers and the West Virginia Humanities Council.

In addition to generous and substantial contributions by the presenting organizations, the following entities are supporting the upcoming Festival, which will be held October 22 and 23, 2005: Jackson Kelly, PLLC, \$6,000; Marshall University, \$6,000; McJunkin Corporation, \$3,500; BB&T \$3,500. and Friends of The Library Foundation, \$2,500.

The West Virginia Education Alliance and the Central West Virginia Writing Project are also partnering with the Festival by offering programs.

Summer Library Club

Sponsors of the 2005 Summer Library Club include: The Charleston Gazette, Mary Jo Brick, West Virginia-American Water Company, United Bank, Bailey & Glasser LLP, Friends of The Library Foundation of Kanawha County, KCPL Annual Book Sale and many parents and individuals.

2004 Annual Fund

This annual campaign continues to grow in terms of dollars and donors. This year nearly \$50,000 was collected. Money from the campaign is used for general operating expenses of the Library Foundation and to offset expenses of the Summer Library Club and the West Virginia Book Festival.

New Main Library Building Project

The Greater Kanawha Valley Foundation made a generous pledge of support in the amount of \$1 million toward the new Main Library Building Project. This is the first gift received by the Library Foundation for this project, which is expected to cost approximately \$40 million.

Dr. and Mrs. Kenneth Bailey generously have underwrote the cost of publication of the book "Kanawha County Public Library: A History," which Dr. Bailey authored. Income from the sale of the books will be used to purchase materials for the library's collection.

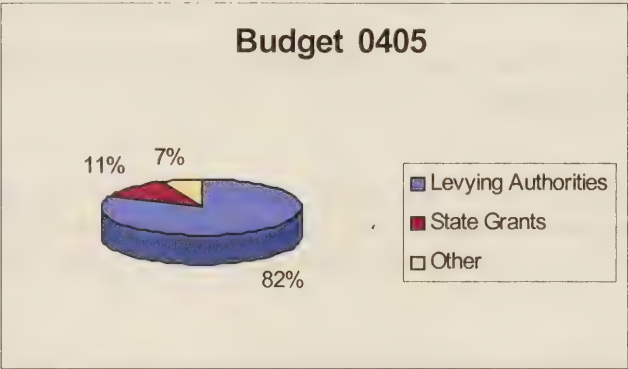
The Library Foundation hosted a number of small gatherings in the community to discuss the new Main Library project and to gauge community support. These gatherings were well received.

Kanawha County Public Library

Budget For Fiscal Year 2004/05

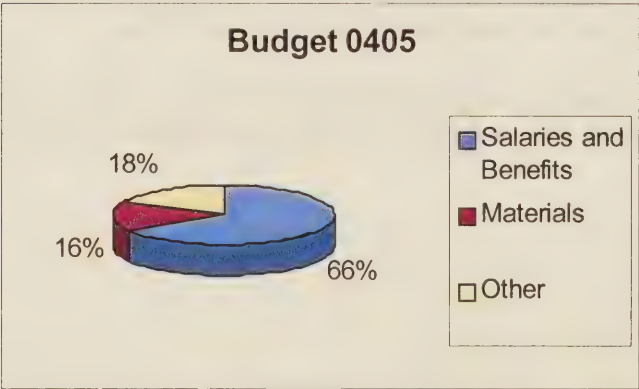
Income

Levying Authorities	\$5,319,352
State Grants	\$741,982
Other	\$438,579
Total	\$6,499,913



Expenditures

Salaries/Benefits	\$4,288,287
Materials	\$1,015,000
Other	\$1,196,626
Total	\$6,499,913



MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
HELD ON AUGUST 8, 2005

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, August 8, 2005 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Mr. Reustle
Dr. Byrd	Mr. Rolston
Ms. Chilton	Mr. M. Smith
Mr. Kauffelt	Mr. P. Smith
Ms. Poffenbarger	Ms. Whitehead

Also present were: Ms. Linda Wright, Director, Ms. Linda Miller, Associate Director for Public Services, Mr. Steven Thomas, Assistant Director for Support Services and Ms. Angie Cash, Administrative Assistant.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion by Ms. Chilton, seconded by Mr. Rolston and unanimously carried, the minutes of the July 14, 2005 meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Chilton, and unanimously carried, the payment of Book Bills in the

amount of \$62,429.38 and General Bills in the amount of \$131,050.93 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of \$906.14 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Chilton, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of July. Included were the following:

A large portion of the public services staff time during July was focused on the Children's Summer Library Club. Although all the statistics have not yet been compiled it does appear that the enrollment of over 3500 children in this year's program exceeded last year's participation. Two of the best-attended programs offered in July included magicians that drew a total attendance of 511 and the final program for this year's summer library club, Madcap Puppets, which had a system wide attendance of 655. The staff is to be commended for all their hard work in developing and executing this year's summer library club program.

This year there was also some significant outreach efforts to involve more children in reading. The teachers involved in the Energy Express program, which is sponsored by the WVU Extension and has a significant reading component, made extensive use of books from the juvenile deposit collection located in the Main Library Children's Department. There was also a significant increase in daycare participation in the summer library club program, particularly at the Main Library, where six daycares were actively involved in the program.

The most well attended adult program in July was a program on Scotch-Irish quilts offered at the Main Library, which had 30 people in attendance. There also has been very positive response to the quilt display that has been available all summer on the first floor of the Main Library. Teenage programming is always a challenge so the staff was very pleased when 31 teens attended a program on henna tattoos at the Main Library.

The bookmobile and members of the St. Albans staff participated in the St. Albans community parade on July 2. The Sissonville Branch manager was invited to attend the 10th

anniversary celebration of NGK Spark Plugs on July 18. During the celebration the company presented checks to several community organizations including the library.

With the persistent heat the air conditioning units have had to work very hard and so has Steven Thomas to try to keep our buildings comfortable. Riverside has been a particular challenge as are some areas of the Main Library building and the second floor at St. Albans. The bookmobile also was off the road for a number of days in July due to several different mechanical problems.

REPORTS OF COMMITTEES:

1. Membership Committee. Ms. Poffenbarger reported that Mr. John Ray has resigned his position on the Board of Directors. Mr. Ray will remain on the Library Foundation Board. Upon motion by Mr. P. Smith, seconded by Dr. Byrd and unanimously carried the Board of Directors, with deep regret, accepted the resignation of Mr. Ray.

2. Building Committee.

Post Office. Mr. Rolston reported that he, Pam Tarr and Linda Wright had met with the regional post office manager and several members of her staff discuss an exchange of properties. After the meeting the regional post office manager was transferred to another location. The committee is now waiting for the arrival of the new manager at which time another meeting will be scheduled.

Naming Opportunities. The following Naming Opportunities draft was distributed and discussed and will be considered at the September 12, 2005 Board of Director's meeting.

PROPOSED RESOLUTION
NAMING OPPORTUNITIES
NEW KCPL LIBRARY

WHEREAS, the Board has authorized the Kanawha County Public Library (“Library”) to undertake plans to construct a new main library in Charleston, Kanawha County, West Virginia, and as a part thereof to also investigate improvements, additions or replacements of other Branch Libraries within the Library System; and

WHEREAS, the Board believes that the opportunity to name various facilities as a part of the Library System may be an attractive inducement or incentive to those individuals considering a substantial contribution to the cost of constructing those facilities; and

WHEREAS, the Board believes that it is in the best interest of the Library to authorize such naming opportunities, subject to the review and discretion of the Board;

NOW THEREFORE BE IT RESOLVED, That the naming of library buildings and constituent facilities within such library facilities, such as, by way of example and not by way of limitation, wings, halls, rooms, activities, exhibits, or walkways, of the Kanawha County Public Library System (“Library Facilities”) is a privilege and singular honor and such naming shall be, and hereby is deemed to be, the responsibility of the Board of Directors of the Kanawha County Public Library; and further

RESOLVED, That the Board of Directors, in its discretion, may accept the gift of a donor or group of donors (“Donor”) who requests naming rights to Library Facilities and who contribute a percentage of the total costs of such Library Facilities deemed to be adequate for such privilege by the Board; and further

RESOLVED, That, in making decisions regarding the naming of such Library Facilities, the Board shall use its discretion but should be guided by considerations including:

1. The Board of Directors shall determine the manner and nature of the naming opportunity is recognized, including the nature and extent of signage related thereto;
2. The Board of Directors shall ensure that the naming opportunity is appropriate for a public facility and in the best interest of the Library System.
3. The Board of Directors shall have the discretion to determine the term and the terms and conditions for such naming opportunity, including the adequacy of the amount and nature of the contribution received from the

Donor for such naming opportunity and the amount of the contribution that must be received before any naming opportunity is implemented; and further

RESOLVED, that, subject to the final review and approval of the Board, the President and Director of the Library be, and they hereby are, authorized to enter into discussion and negotiations with any Donor seeking such naming privileges and to undertake such other acts as may be necessary or appropriate to carry into effect the purpose and intent of the foregoing resolutions.

Clay Foundation. Mr. Albert reported that he, along with Steve Branner, Tom Heywood and Linda Wright met with Mr. Chuck Avampato, President of the Clay Foundation and his assistant Jackie Holliday to discuss the new main library project. Mr. Albert stated that this was a preliminary meeting to update Mr. Avampato about the new main library.

3. Financial Affairs Committee. Mr. P. Smith reported that the committee met to discuss the following resolutions. Upon motion by Mr. P. Smith, seconded by Dr. Byrd and unanimously carried the following resolution was approved:

RESOLVED, That the fiscal year 2005/06 budget be adjusted to allow the following amounts to be taken from the unencumbered fund balance and used for the items designated.

<u>LINE ITEM</u>	<u>ENCUMBERED FUNDS</u>	<u>ADDITIONAL FUNDS REQUESTED FOR 2005/2006</u>	<u>TOTAL</u>
Advertising	13,390.28	15,609.72	29,000.00
Audit	0.00	12,000.00	12,000.00
Automation Repairs & Maintenance	18,516.40	0.00	18,516.40
Automation Software	1,643.50	0.00	1,643.50
Bookmobile Replacement Reserve	0.00	55,000.00	55,000.00
Booksale	6,398.11	6,355.89	12,754.00

Building Repair & Maintenance	17,311.11	25,688.89	43,000.00
Capital Expenditure - Main Library Building Project	0.00	100,000.00	100,000.00
Capital Expenditure - Main Library - Design	87,270.95	12,729.05	100,000.00
Capital Expenditure - Vehicle	0.00	20,000.00	20,000.00
Clendenin Expansion Project	0.00	46,000.00	46,000.00
Clendenin Flood Reserve	0.00	18,255.00	18,255.00
Computer Equipment	7,501.40	0.00	7,501.40
Dental/Vision	0.00	12,000.00	12,000.00
Education	0.00	4,000.00	4,000.00
Furniture & Equipment	7,107.29	25,092.71	32,200.00
Materials for Collection	0.00	91,400.00	91,400.00
Postage/Freight	53.67	0.00	53.67
Professional Fees	9,175.00	12,000.00	21,175.00
Staff Training	550.15	15,009.85	15,560.00
Staff Travel	1,220.00	0.00	1,220.00
Recruitment	0.00	9,000.00	9,000.00
Supplies	3,197.62	0.00	3,197.62
WV Book Festival	0.00	81.00	81.00
TOTALS	178,113.69	480,222.11	658,335.80

Upon motion by Mr. P. Smith, seconded by Dr. Byrd and unanimously carried the following two resolutions regarding Nitro were approved:

RESOLVED, that the budget FY 05/06 be amended to reflect an additional
\$21,648 in income for the Nitro Public Library; and

BE IT FURTHER RESOLVED, That any additional funds received for the Nitro
Public Library by June 30, 2006 be added to the budget.

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RESOLVED, That \$10,326 be carried forward from the FY 04/05 to the FY 05/06  
budget for Nitro Library materials and equipment.

Upon motion by Mr. Smith, seconded by Dr. Byrd and unanimously carried the following resolution concerning the budget digest was approved:

RESOLVED, That the FY 2005/06 budget be revised to include a \$20,000 award in Budget Digest funds.

## **OLD BUSINESS**

None.

## **NEW BUSINESS**

1. Appointment of Committees. Copies of the proposed committee assignments were distributed. Mr. Albert reported that he met with Linda Wright, Dr. Bailey and Mr. M. Smith to review the proposed committee assignments. Upon motion by Mr. Kauffelt, seconded by Ms. Chilton and unanimously carried the committee assignments were approved.

2. Resolutions to Recognize Retiring Staff Members. Ms. Wright stated that Ms. Alice Riecks, Cross Lanes Manager and Ms. Mary Burgess, Main Library Children's Librarian have both submitted notices of their intention to retire. Mr. P. Smith asked if retirees received a gift from the library. Ms. Wright stated that staff members who belong to the Staff Association receive a retirement reception including a gift. Ms.

Burgess had asked that a reception not be given in her honor. Ms. Riecks reception will be held in the Ray Room on August 17, 2005 from 1:00 p.m. to 2:00 p.m. Ms. Wright invited any Board member that would like to attend. Mr. P. Smith suggested that the Personnel Committee meet to discuss ways to honor retirees.

Upon motion by Mr. P. Smith, seconded by Mr. Rolston and unanimously carried the following resolution was adopted:

WHEREAS, Alice Riecks has worked with the Kanawha County Public system for over 18 years, and as the Cross Lanes Branch Manager for most of those years, and

WHEREAS, Alice Riecks will be retiring from the Cross Lanes Branch and the Kanawha County Public Library system on September 16, 2005, and

WHEREAS, Alice Riecks has been instrumental in many positive changes at the Cross Lanes Branch during her years of service, including the major project that resulted in the replacement of the former pre-fabricated structure with a most attractive and much larger full service branch library; and

WHEREAS, Alice Riecks worked diligently to assist the Cross Lanes Library Advisory Board and to promote the library in various ways in the community; and

WHEREAS, Alice Riecks actively participated on various system wide taskforces and teams and developed and gave a number of presentations for staff training at various Staff Development Days; and

WHEREAS, Alice Riecks has fulfilled her responsibilities in a very exemplary fashion including the delivery of high quality patron services; and

WHEREAS, Alice Riecks will be missed at the Cross Lanes Branch Library and by her many friends and colleagues in the Kanawha County Public Library system.

NOW, THEREFORE, BE IT RESOLVED That the Board of Directors of the Kanawha County Public Library commends Ms. Riecks' for her years of dedicated, loyal and faithful service to the library system.

AND BE IT FURTHER RESOLVED, That Alice Riecks is wished a retirement filled with good health and much happiness.

AND BE IT FURTHER RESOLVED, That this resolution be spread upon the minutes of this meeting of the Kanawha County Public Library Board of Directors and a copy thereof be furnished to Ms. Riecks.

Upon motion by Mr. Kauffelt, seconded by Dr. Byrd and unanimously carried the following resolution was adopted:

WHEREAS, Mary Burgess has submitted her notice of her intent to retire effective August 3, 2005; and

WHEREAS, Mary Burgess has been employed in the Children's Department at the Main Library since August 1978; and

WHEREAS, Mary Burgess has fulfilled the responsibilities of her position by providing a high quality of service to children, parents and teachers; and

WHEREAS, Mary Burgess freely shared her extensive knowledge of children's literature to encourage children to love to read and to guide teachers in the selection of appropriate classroom materials from the juvenile deposit collection; and

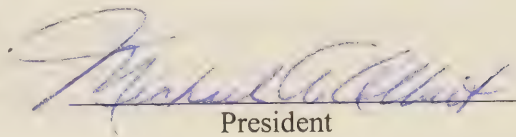
WHEREAS, Mary Burgess actively participated in various systemwide activities such as the annual book sale;

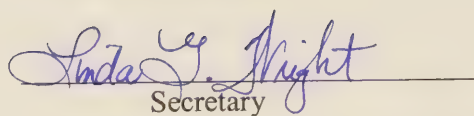
NOW, THEREFORE, BE IT RESOLVED, That the Board of Directors of the Kanawha County Public Library recognizes with great appreciation Ms. Burgess' years of service to the library.

AND BE IT FURTHER RESOLVED, That the Board of Directors of the Kanawha County Public Library wishes Ms. Burgess a retirement filled with good health and enjoyment of whatever areas of interest and endeavors she may choose.

AND BE IT FURTHER RESOLVED, That this resolution be spread upon the minutes of this meeting of the Kanawha County Public Library Board of Directors and a copy thereof be furnished to Ms. Burgess.

There being no further business, the meeting was adjourned.

  
President

  
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON SEPTEMBER 12, 2005

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, September 12, 2005 at 4:00 p.m. in the John V. Ray Room of the Library.

The following Members were present:

|              |                  |
|--------------|------------------|
| Mr. Albert   | Ms. Poffenbarger |
| Dr. Bailey   | Mr. Reustle      |
| Dr. Byrd     | Mrs. Rugeley     |
| Ms. Chilton  | Ms. Russell      |
| Ms. Cloer    | Mr. M. Smith     |
| Ms. Gage     | Ms. Tarr         |
| Mr. Kauffelt |                  |

Also present were: Ms. Linda Wright, Director and Ms. Angie Cash, Administrative Assistant.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion by Ms. Chilton, seconded by Ms. Poffenbarger and unanimously carried, the minutes of the August 8, 2005 meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Dr. Byrd and unanimously carried, the payment of Book Bills in the amount

of \$60,001.08 and General Bills in the amount of \$148,406.30 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of \$335.85 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Dr. Byrd, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of August. Included were the following:

Although August is usually the second slowest month of the year from the standpoint of materials checked out, August 2005 saw a 4% increase in materials checked out compared to August of last year.

August saw the culmination of a major project that has been studied and planned for a number of months, the reorganization of the rotation process of the audiovisual materials. Audiovisual materials are distributed to the branches from the main library in order to allow for a continuing process to have new titles for our users. This change necessitated branch staff basically clearing their shelves of all the current rotating materials they had and received an entirely new set of materials including videos, dvds, music cds, and cd-roms. In order not to inconvenience our users this transition was made on a Sunday with Steven Thomas and Audiovisual Department head, Julie Spiegler moving 150 containers of materials around the system. The new process should result in a more efficient method of handling these materials. The staff members in the Audiovisual Department, the branch libraries and other staff who were involved in this project are to be commended for its successful conclusion.

The Charleston Newspapers again published a full page listing of the names of all the children who successfully completed this year's summer library club.

A good deal of work was done by the Automation Department, the Reference Department and other library staff members to launch the new live homework help

service that you will see demonstrated later in the meeting. The initiation of this type of service was a goal in the long-range plan the Board adopted early this year.

Jane Hughes, Head of Technical Services, completed a project to convert the handling of the library system's magazine and newspaper subscriptions from manual operations to an on-line operation. The on-line catalog now displays the holdings for all titles making it much easier for our patrons to identify the titles we have and where they are located.

In the area of outreach, KCPL staff members participated in an in-service workshop for school librarians the week before school began. Information was given about various on-line information resources that are available for students as well as some cataloging training. KCPL also participated in a Greater Kanawha Valley Foundation grant workshop. The staff presented information about the various grant resources in the reference collection.

Ms. Wright then introduced Kathleen Cottay the new Main Library Manager to the Board and gave a brief overview of her background.

## **REPORTS OF COMMITTEES:**

1. Membership Committee. Ms. Poffenbarger reported that the committee met and discussed the vacancy left by Mr. John Ray. The committee recommended that Ms. Anne Silbernagel replace Mr. Ray. Ms. Silbernagel is the daughter of Mr. Ray. She is a graduate of Hollins University and currently serves on the steering committee of the Friends of the Library, has served as Read Aloud coordinator and fundraiser at Holz Elementary School and has been active in various school related volunteer work at John Adams Middle School and George Washington High School. If appointed Ms. Silbernagel would serve the remainder of the term of the vacant position that expires June 30, 2006.

Upon motion by Ms. Poffenbarger, seconded by Dr. Bailey and unanimously carried, it was the decision of the Board to submit Ms. Silbernagel's nomination to the Board of Education for consideration.

2. Building Committee. Mr. Albert reported that several meetings have taken place over the last few weeks with regards to the new Main Library project.

Mr. Albert, Mr. Tom Heywood and Ms. Wright met with Mr. Avampato, President of the Clay Foundation, and his assistant. Mr. Albert stated that the meeting was positive. Mr. Albert stated that he and Ms. Wright also met with Commissioner Carper regarding the new Main Library project. Mr. Albert also stated that Commissioner Carper expressed support for the project.

Meetings are currently scheduled with the mayor of Charleston, the other two County Commissioners, a representative of the Governors Office and with the State Library Commission. Mr. Albert plans to have these meetings completed by mid October.

*Post Office.* Mr. Albert, Mr. Steve Branner, Mr. Chris Winton and Ms. Linda Wright met with Post Office representatives to discuss an exchange in properties with regards to the Post Office parking lot. It was a very productive meeting and the Post Office representatives appear willing to move forward with a memo of understanding that will be drafted by the library's attorney, Chris Winton.

Upon motion by Ms. Chilton, seconded by Mrs. Rugeley and unanimously carried the following resolution was approved:

WHEREAS, The Board has authorized the Kanawha County Public Library ("Library") to undertake plans to construct a new main library ("New Library") in Charleston, Kanawha County, West Virginia, and as a part also thereof to investigate, examine and undertake the necessity for obtaining options on properties that constitute the proposed site of the New Library approved by the Board; and

WHEREAS, A key piece of property involved in the proposed site for The New Library is a tract or parcel of land owned by the United States Postal Service ("USPS"), as shown generally on the map of the proposed site of the New Library attached to this Resolution as Exhibit A; and

WHEREAS, Representatives of the Board have met on a preliminary basis with representatives of the USPS to discuss the acquisition of the existing USPS site in exchange for a similar tract or other property shown on Exhibit A; and

WHEREAS, Local representatives of the USPS have generally indicated their support for the construction of the New Library and their willingness to support the proposed exchange of property to appropriate personnel within the USPS, and have also indicated that they believe that the next appropriate step is the preparation of a Memorandum of Understanding generally outlining the proposed parameters of any definitive agreement between the Library and the USPS relating to the purchase or exchange of property.

NOW THEREFORE BE IT RESOLVED, That the President of the Board and the Director of the Library, in consultation with and with the assistance of Counsel for the Library, are authorized to negotiate, prepare and submit a Memorandum of Understanding ("MoU") to the USPS for the exchange of the USPS property shown on Exhibit A for other property to be acquired by the Library, also shown generally on Exhibit A; and further

RESOLVED, That the MoU shall be approved as to form either formally at a meeting of the Legal Affairs Committee of the

Library or approved individually be a majority of the members of the Legal Affairs Committee prior to submission to the USPS; and further

RESOLVED, That such MoU shall express only the general intention of the Library and the USPS to enter into a later formal agreement and any such later formal agreement relating to the specific acquisition of the USPS property or any undertakings or commitments relating thereto made between the Library and the USPS shall be subject to the prior approval of the Board of the Library at a regular or special meeting; and further

RESOLVED, That the President of the Board of the Library and the Director of the Library are hereby authorized to undertake any actions necessary or incident to the preparation of the MoU and to execute such MoU on behalf of the Library, all in accordance with the terms and conditions of the foregoing recitals and resolutions.

*Naming Resolution.* A draft proposal of Naming Opportunities was distributed at the last Board of Directors meeting for Board members to review. Upon motion by Dr. Bailey, seconded by Ms. Russell and unanimously carried the following resolution was approved:

WHEREAS, The Board has authorized the Kanawha County Public Library (“Library”) to undertake plans to construct a new main library in Charleston, Kanawha County, West Virginia, and as a part also thereof to investigate improvements, additions or replacements to other Branch Libraries within the Library System; and

WHEREAS, The Board believes that the opportunity to name various facilities as a part of the Library System may be an attractive inducement or incentive to those individuals considering a substantial contribution to the cost of constructing those facilities; and

WHEREAS, The Board believes that it is in the best interest of the Library to authorize such naming opportunities, subject to the

review and discretion of the Board;

NOW THEREFORE BE IT RESOVED, That the naming of library buildings and constituent facilities within such library facilities, such as, by way of example and not by way of limitation, buildings, wings, halls, rooms, activities, exhibits, or walkways, of the Kanawha County Public Library System (“Library Facilities”) is a privilege and singular honor and such naming shall be, and hereby is deemed to be, the responsibility of the Board of Directors of the Kanawha County Public Library; and further

RESOLVED, That the Board of Directors, in its discretion, may accept the gift of a donor or group of donors (“Donor”) who requests naming rights to Library Facilities and who contribute to the total costs of such Library Facilities an amount deemed to be guided by considerations including:

RESOLVED, That, in making decisions regarding the naming of such Library Facilities, the Board shall use its discretion but should be guided by considerations including:

1. The Board of Directors shall determine the manner and nature of the naming opportunity, including the nature and extent of signage related thereto;
2. The Board of Directors shall ensure that the naming opportunity is appropriate for a public facility and in the best interests of the Library System.
3. The Board of Directors shall have the discretion to determine the duration and the terms and conditions for such naming opportunity, including, the adequacy of the contribution received from the Donor for such naming received before any naming opportunity is approved; and further

RESOLVED, That, subject to the final review and approval of the Board, the President and the Director of the Library be, and they hereby are, authorized to enter into discussions and negotiations with any Donor seeking such naming privileges and to undertake such other acts as may be necessary or appropriate to carry into effect the purpose and intent of the foregoing resolutions.

Dr. Bailey stated he believes that at an appropriate time, the Board should consider the need to continue to recognize Mr. John V. Ray, Dr. Roy Bird Cook and Mr. George Laidley in the new Main Library building as these gentlemen are recognized in the current Main Library building for their contributions of significant service to the library.

*Branch Projects.* Ms. Wright stated that six KCPL branches need replaced, remodeled and/or additions added to them. Ms. Wright stated that in order for the Board to have the necessary information to consider including these projects on a bond issue more specific information about the projects needs to be developed.

After discussion and upon motion by Ms. Gage, seconded by Mrs. Rugeley and unanimously carried the following resolution was approved:

RESOLVED, That the Library Director and Assistant Director for Support Services are hereby authorized to solicit requests for proposals for architectural services for six branch projects; and

FURTHER RESOLVED, That the Building Committee will review the proposals and make a recommendation to the Board of Directors regarding contracting for these services.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

1. Demonstration of new “Live Homework Help” service. Jen Dawson, Reference Librarian, did a presentation about the new “Live Homework Help” on-line tutorial service now offered by the library. The program is for students in grades 4 through 12. Ms. Dawson stated that by going to the KCPL web page students can log onto “Live Homework Help” for live help from one of 1,100 tutors anytime during the hours of 2 pm to midnight each day. Each tutor must go through an educational and a security background check and must pass an online training course. Ms. Dawson stated that the tutors do not give the answer to the student but help the student understand how to obtain the correct answer.

Ms. Wright stated that this program is the fulfillment of a goal in the current Long Range Plan.

2. West Virginia Library Association Annual Conference. Ms. Wright stated that the West Virginia Library Association Annual Conference would take place October 3-5 in Shepherdstown and drew attention to the copy of the program that had been distributed to each Board member. If anyone is interested in attending she asked that they contact Human Resources.

3. Volunteers Appreciation. Upon motion by Dr. Bailey, seconded by Ms. Russell and unanimously carried the following resolution was approved:

WHEREAS, Volunteer service is a very important contribution to the

improvement of the quality of life in all communities; and

WHEREAS, The Kanawha County Public Library system in 1994 initiated a volunteer program aimed at utilizing the skills, knowledge and energies of teenagers during the summer; and

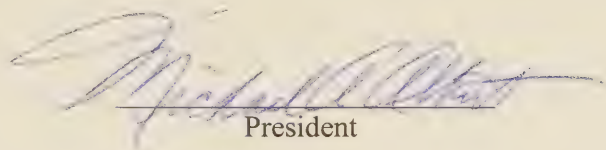
WHEREAS, The Library system's award-winning VolunTEENS program has become a very vital part of the Children's Summer Library Club and is critical to the success of that program; and

NOW THEREFORE BE IT RESOLVED, That the Board of Directors of the Kanawha County Public Library system hereby commends the VolunTEENS for their active participation in the VolunTEENS or their active participation in the system's 2005 VolunTEENS program and for the many hours of service they contributed to the library system and the community.

4. . Success Stories. Ms. Wright distributed copies of success stories from around the system. These stories are submitted monthly by all public service areas.

5. Jacobson Estate. Mr. Kauffelt stated that the Jacobson Endowment has a provision that states that the Library can use one-half of the money for an addition to the Main Library building. Mr. Kauffelt and Mr. Chris Winton, attorney has met with a representative from the Attorney General's office to discuss the library's desire to have these funds apply to the new Main Library facility. Mr. Kauffelt stated that a resolution from the Legal Affairs Committee would be forthcoming at an upcoming Board of Director's meeting about this matter.

There being no further business, the meeting was adjourned.

  
President

  
Secretary



MINUTES OF A SPECIAL MEETING OF THE  
BOARD OF DIRECTORS  
HELD ON  
SEPTEMBER 19, 2005

The Special Meeting of the Board of Directors of the Kanawha County Public Library was held on Friday, September 19, 2005 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

|              |              |
|--------------|--------------|
| Mr. Albert   | Mr. Reustle  |
| Dr. Bailey   | Mr. Rolston  |
| Dr. Byrd     | Mrs. Rugeley |
| Ms. Cloer    | Ms. Russell  |
| Ms. Gage     | Mr. M. Smith |
| Mr. Kauffelt | Mr. P. Smith |
| Ms. Pauer    | Ms. Tarr     |

Also present were Ms. Linda Wright, Library Director and Mr. Steven Thomas, Assistant Director for Support Services.

Mr. Albert, President called the meeting to order.

Mr. Albert indicated that the Board had previously authorized the preparation and execution of a Memorandum of Understanding (MOU) but that this meeting was called for the purpose of further discussing the proposed MOU in its final form with the United States Postal Service relating to a proposed exchange of properties on the site of the new

Main Library.

The Board discussed certain issues during the meeting including a concern listing a specific amount for the improvements (\$235,000) for building the parking lot. Mr. Albert reviewed Mr. Chris Winton's (Counsel to the Library) explanation for the figure.

The issue of the United States Postal Service having air rights over the lot that the library will be exchanging for the United States Postal Service's parking lot was also discussed. Dr. Bailey suggested removing references to "air rights".

After discussion a motion was made by Dr. Bailey, seconded by Mr. M. Smith and unanimously carried that subparagraph "2e" be removed from the MoU and Item 9 be amended to remove references to "air rights".

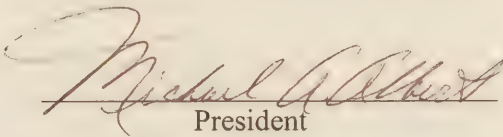
There was also a discussion about the issue of the library's obligation for maintenance, etc. after the parking lot is constructed and turned over to the United States Postal Service for their use. It was pointed out that item 4 of the MoU indicates that the responsibility for operating the parking area after it is conveyed to the United States Postal Service resides with the United States Postal Service.

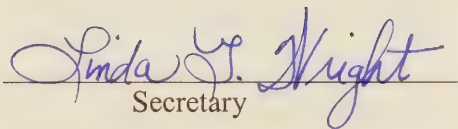
When there were no further issues or discussion, Mr. Albert called for a vote on the MoU, and the MoU, as amended at the meeting, was unanimously approved by the

Board. A copy of the MoU, as amended and as approved by the Board is attached as an exhibit to the minutes.

Ms. Wright made the Board aware of a security situation that allegedly occurred at the Riverside Library.

There being no further business, the meeting was adjourned.

  
President

  
Secretary

## Memorandum of Understanding

1. The Postal Service intends to convey to the Library Board the Lee Street Property that contains 34,212 square feet, more or less, and that is currently improved by a parking lot containing eighty-five (85) parking spaces. In consideration and exchange therefore the Library Board intends to convey to the Postal Service the Replacement Lot located and fronting on Dickinson Street containing 34,212 square feet, more or less, which will be improved with a new parking lot.

2. The Library Board intends that the Replacement Lot will contain the following improvements and amenities that will be constructed and installed at the sole cost of the Library Board:

a. The Replacement Lot will be secured by an architecturally acceptable fence at a height of six (6) feet. At its option and in lieu of a fence, the Postal Service has agreed to consider having the Replacement Lot reasonably secured by appropriate landscaping with architectural barriers consistent with the architectural theme of the Library Board's surrounding property.

b. The Replacement Lot will have a vehicular entrance-exit gate controlled by a badge reader or other device consistent with Postal Service specifications and regulations including accessibility by computer system. The Replacement Lot will also have a similar pedestrian entrance-exit gate.

c. The Replacement Lot will have lighting on poles with sufficient foot candles to cover the entire parking area including walkways in accordance with Postal Service or other specifications and regulations.

d. Consistent with Postal Service specifications and regulations, the Replacement Lot will have a security camera system that covers the entire Replacement Lot area.

3. The Parties intend that there will be no disruption and displacement of the Postal Service's parking on the Lee Street Property and that there will be a simultaneous exchange of the lots with a seamless turn over of the parking spaces. However, the Library Board will provide to or compensate the Postal Service for any displacement in parking on the Lee Street lot because of any necessities during construction activities at the New Library.

4. After exchange and turn over of the respective properties, each Party will be solely responsible for the maintenance, repair, and replacement of its separate property.

5. The Parties intend to coordinate and cooperate on long-term security issues involving their properties

6. The Postal Service will grant to the Library Board a right of first refusal to purchase the Lee Street Property at a price offered to or by a third Party if the Postal Service wishes to sell the property at any time prior to commencement of construction on the Replacement Lot because of the Postal Service's operational changes or needs.

7. The Postal Service will grant to the Library Board a right of first refusal to purchase the Replacement Lot at a price offered to or by a third Party if the Postal Service wishes to sell the property at any time after commencement of construction on the Replacement Lot because of the Postal Service's operational changes or needs.

8. The Parties agree to cooperate in the reasonable use by the general public of the Replacement Lot for temporary parking after-hours in conjunction with other parking lots of the Library Board for special events which may be held on or about the Library Board's property, and the Parties will agree to cooperate in the reasonable use by the Postal Service of the Library Board's conference and meeting facilities without charge.

9. The Parties agree to cooperate with each other for the mutually beneficial development of any elevated parking facilities which may be built in the future thereon including coordination of the architectural and aesthetic amenities of such facilities and sharing of new parking spaces.

10. The Parties understand that construction activities for the New Library may not commence until early 2007 and may take two (2) years or more to complete.

11. Either Party may cancel this Memorandum by giving the other Party sixty (60) days' written notice. In all events, this Memorandum shall terminate three (3) years from the date of acceptance hereof if a final agreement is not executed.

12. Any final agreement on the proposed transaction is expressly contingent upon a formal written contract to be prepared by counsel for the Parties with formal and official approval by the Library's Board of Directors and the Postal Service's proper official or officials.



MINUTES OF A MEETING OF THE  
BOARD OF DIRECTORS  
HELD ON OCTOBER 10, 2005

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, October 10, 2005 at 4:00 p.m. in the John V. Ray Room of the Library.

The following Members were present:

|              |                  |
|--------------|------------------|
| Mr. Albert   | Ms. Poffenbarger |
| Dr. Bailey   | Mrs. Rugeley     |
| Ms. Chilton  | Ms. Russell      |
| Ms. Cloer    | Mr. M. Smith     |
| Ms. Gage     | Mr. P. Smith     |
| Mr. Kauffelt | Ms. Tarr         |
| Ms. Pauer    |                  |

Also present were: Ms. Linda Wright, Director, Ms. Linda Miller, Associate Director for Public Services, Mr. Steven Thomas, Assistant Director for Support Services and Ms. Angie Cash, Administrative Assistant.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion by Ms. Chilton, seconded by Dr. Bailey, and unanimously carried, the minutes of the September 12, 2005 meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. P. Smith, and unanimously carried, the payment of Book Bills in the amount of \$22,879.17 and General Bills in the amount of \$155,703.87 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of \$2,090.21 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. P. Smith, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of September. Included were the following:

With the beginning of the school year, a number of school classes visited various library locations. The Clendenin Branch hosted a program focused on informing home schooling parents about library resources. As a lead in to the West Virginia Book Festival several locations hosted a History Alive presentation about Mary Draper Ingles. A featured author at the Festival is James Alexander Thom who wrote the perennially popular novel, "Follow the River" which uses Ingles as the focal point for the novel. Over 125 students and adults attended the presentation held at Riverside. The reception was held for those who completed the Britton adult summer reading program. Over 70 people attended the reception held at the Main Library.

Outreach programs during September included the bookmobile being at the Kanawha County Fair on September 23 and 24. The Marmet staff and advisory board members participated in the annual Marmet Labor Day celebration including the parade.

Pat Abbott, Riverside Branch Librarian, and Steven Thomas, Assistant Director for Support Services, attended the national bookmobile conference in Columbus, Ohio.

In September Toni Blessing, who has most recently been the St. Albans Branch Librarian, was selected to head the Popular Library at the Main Library. The Popular Library is the result of the merger of the Audiovisual Department and Circulation Department at the Main Library. Toni will begin her new position this week. Also in September Julie Spiegler was selected to replace Alice Riecks as the Branch Librarian for Cross Lanes. Julie will begin her new position on November 1.

At the end of September the Avampato Discovery Museum was notified that the museum, public broadcasting and the library had been awarded a two year grant of almost \$250,000 from the Institute of Museum and Library Services, the federal agency responsible for working with museums and public libraries. This was one of seven grants awarded in a field of over 130 applications. The grant will focus on fostering healthy habits for preschool and early elementary age children. The museum will serve as fiscal officer as they will receive the largest portion of the grant. The museum will offer several different activities during the grant but their featured event will be a traveling exhibit from Sesame Street on this topic. Public television will produce 3 one hour shows on the subject as well as a number of 5 or 10 minute segments that can be inserted in between their regular scheduled children's programs. The library will hire a temporary part-time librarian to develop and present programs on children's health during calendar year 2006. We will also contract with Madcap Puppets, a professional puppet troupe based in Cincinnati, to write a 30 minute puppet show on healthy eating and the importance of exercise. They will then present the show at a number of locations and train staff to present the program.

Upon motion by Mrs. Rugeley, seconded by Mr. Kauffelt, and unanimously carried the following motion was approved:

RESOLVED, That the President and the Library Director are authorized to review and accept the Institute of Museum and Library Service's grant to the Avampato Discovery Center, West Virginia Public Broadcasting and the Kanawha County Public Library in the amount of \$249,626; and

FURTHER RESOLVED, That the President and the Library Director are authorized to enter into any further agreements or undertakings that are necessary for executing the Library's portion of this grant.

## **OLD BUSINESS:**

1. New Main Library Project. Mr. Albert reported that a mini planning conference was held last week with members of the KCPL Board and the Library Foundation Board. From that meeting it was decided to form a Coordinating Committee that will meet on a weekly basis to keep things moving forward with the new Main Library project. The Coordinating Committee will consist of Mr. Mike Albert, Dr. Ken Bailey, Ms. Kathy Becker, Ms. Mary Kay Bond, Ms. Ginny George, Mr. Tom Heywood and Mrs. Virginia Rugeley with Ms. Linda Wright and Ms. Cindy Miller as ex-officio members. Regular reports concerning the work of the committee will be made at Board meetings.

Ms. Wright stated she and Mr. Albert met with Kathryn McAteer, State Library Commission Chairperson and Mr. J.D. Waggoner, Director of the Library Commission to discuss the new Main Library project.

## **NEW BUSINESS:**

1. Pledge Forms for New Main Library Project. Pledge forms for the new Main Library were distributed and discussed.

2. Jacobson Trust. Upon motion by Mr. Kauffelt, seconded by Dr. Bailey and unanimously carried the following resolution was approved:

WHEREAS, The Library Board currently has an endowment fund known as the “Bernard H. Jacobson Fund” which was established by instrument dated August 24, 1967; and

WHEREAS, The Trust Agreement establishing the Fund places restrictions on the use of the principal and income of the Fund; specifically, the Fund is “to be used to create an endowment fund, the income of which shall be used to purchase books as the directors of said Kanawha County Public Library may select, which books shall be designated as the “Bernard H. and Blanche E. Jacobson Collection’ and shall have an appropriate bookplate therein; provided, however, that one-half of the said fund may be used, as and when the Board of Directors of Kanawha County Public Library decides that it is needed, to construct an addition to its library building at Capitol and Quarrier Streets, in the City of Charleston, West Virginia, on the western (Summers Street) side thereof, the said addition to be known as the ‘Jacobson Wing’ “; and

WHEREAS, The Fund currently has a fair market value in excess of \$1,600,000; and

WHEREAS, One express and general intent of Mr. Jacobson in the creation of the Fund was to allow the Library Board to construct an addition to the main library building in downtown Charleston at the intersection of Capitol and Quarrier Streets; and

WHEREAS, The Library Board has determined that it is not economically practical to construct an addition to the existing main library building and that constructing a new building at another site in downtown Charleston will better serve the Library’s patrons; and

WHEREAS, The Library Board has determined to construct a new building in downtown Charleston at a site which has tentatively been selected located at the intersection of Leon Sullivan Way and Washington Street; and

WHEREAS, The Library finds that Mr. Jacobson’s express and general intent in the creation of the Fund will be frustrated if the intent is narrowly construed to allow the Library Board only to expend the Fund for an addition at the current out-dated site at Capitol and Quarrier Streets; and

WHEREAS, The Library Board has received the opinion of its legal counsel that under the legal doctrine of *cy pres*, Mr. Jacobson’s express and general intent to use the Fund for a capitol improvement of the main library building can be properly satisfied by using the Fund to construct the proposed new building at the intersection of Leon Sullivan Way and Washington Street;

NOW THEREFORE, IT IS RESOLVED, That the Library Board in exercise of its discretion granted in the Fund hereby authorizes and directs the President and Library Director to file such legal documents as may be necessary to clarify this issue; and

FURTHER RESOLVED, That the Board of Directors must approve the use of any funds from the Trust related to the purpose of property acquisition and/or construction of a new Main Library; and

FURTHER RESOLVED, That the Board will consider naming opportunities within the new building in honor of Bernard H. and Blanche E. Jacobson as required by the Trust.

3. Resolution to Honor Mr. Ray's Service. Upon motion by Ms. Chilton, seconded by Ms. Poffenbarger and unanimously carried the following resolution was approved:

WHEREAS, John L. Ray resigned from the Kanawha County Public Library Board of Directors effective June 30, 2005; and

WHEREAS, John L. Ray had been a member of the Board of Directors since 1975; and

WHEREAS, John L. Ray had served as President of the Board of Directors from July 1988 until July 1996; and

WHEREAS, During John L. Ray's tenure on the Board of Directors the Kanawha County Public Library saw the implementation of many improvements and advancements in library service such as additional communities served by branch facilities, computer catalog and electronic information resources, long range planning, and the expansion of other aspects of the library such as staff training, the number and formats of audiovisual materials available in the collection and types and numbers of programs for children; and

WHEREAS, John L. Ray was responsible for the formation of the Library Foundation of Kanawha County which assists with raising financial assistance to support the mission of the Kanawha County Public Library; and

WHEREAS, John L. Ray has given selflessly of his time and expertise to the continued benefit of the Library; and

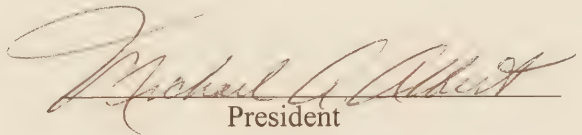
WHEREAS, John L. Ray has been a source of wise counsel and diligent insight to The Library Board;

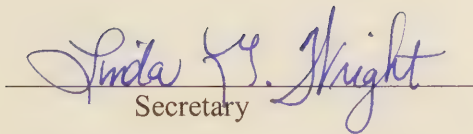
NOW THEREFORE BE IT RESOLVED, That the Board of Directors of the Kanawha County Public Library wishes to express its heartfelt appreciation to John L. Ray for his thirty years of dedicated service to the Library; and

RESOLVED FURTHER, That this resolution be spread upon the minutes of this meeting and that a copy be given to our colleague.

4. Staff Development Day. Mr. Albert reminded everyone of Staff Development Day scheduled for Wednesday, November 9 at the John XXIII Pastoral Center and encouraged everyone to attend.
5. Organizational Chart. Organizational charts were distributed with the names of the managers and librarians in the system.

There being no further business, the meeting adjourned.

  
President

  
Secretary



MINUTES OF A MEETING OF THE  
BOARD OF DIRECTORS  
HELD ON NOVEMBER 14, 2005

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, November 14, 2005 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

|              |                  |
|--------------|------------------|
| Mr. Albert   | Ms. Poffenbarger |
| Dr. Byrd     | Mr. Reustle      |
| Ms. Cloer    | Mr. Rolston      |
| Ms. Chilton  | Mrs. Rugeley     |
| Ms. Gage     | Ms. Silbernagel  |
| Mr. Kauffelt | Mr. M. Smith     |
| Ms. Pauer    | Ms. Tarr         |

Also present were Ms. Linda Wright, Director, Ms. Caren Doyle, Human Resources Manager, Ms. Linda Miller, Associate Director for Public Services, Mr. Steven Thomas, Assistant Director for Support Services and Ms. Angie Cash, Administrative Assistant.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Mr. Albert welcomed new member, Anne Silbernagel, to the Board.

Approval of Minutes. Upon motion of Mr. Rolston, seconded by Mr. M. Smith and unanimously carried, the minutes of the Special Board of Directors meeting on September 19, 2005 and the regular meeting of October 10, 2005 were approved.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Rugeley, and unanimously carried, the payment of Book Bills in the amount of \$146,659.54 and the General Bills in the amount of \$138,351.40 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of \$1,592.43 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Rugeley, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of October. Included were the following:

October marked the first full month of use of our new e-mail software, Microsoft Exchange. The software was installed at the end of September. Training sessions for staff were offered throughout the month by the Automation Department.

The fifth annual West Virginia Book Festival was better than ever. There was good attendance at almost all programs. The boomobile, the bookmobile at any other time of the year, had over 1250 visitors during the two days at the Festival. The annual book sale was very successful and took in over \$27,000. Cindy Miller, Marketing and Development Manager and her staff and the Book Sale Committee and the many staff

members who worked either directly or indirectly to help with the Festival are to be congratulated for all the great work they did to make this event such a success

Outreach activities during October included a training session on early literacy skills offered by Terri McDougal, Head of Children's Services, at the Schoenbaum Family Enrichment Center. 58 attended this presentation. The Cross Lanes staff had an exhibit about the library's health resources at the Cross Lanes Community Health Fair. The library had an exhibit at the Charleston Area Alliance's annual two-day trade show at the Civic Center. The Sissonville Branch sponsored a community club fair at the library. Local clubs had information about their respective organizations in an effort to recruit additional members.

Probably the most popular adult/young adult program offered in October was a History Alive presentation about Mary Draper Ingles. Almost 200 people attended the program that was offered at the Main Library and the Cross Lanes, Elk Valley and St. Albans locations.

A number of successful Halloween related children's programs were offered during October. The Clendenin Library Board hosted the annual community Halloween party with 115 in attendance; the Cross Lanes Branch had a haunted stories program with 29 attending. In Elk Valley the teen puppeteers offered a puppet show and the library board had refreshments and 60 adults and children participated in this event. A large crowd of 116 adults and children attended a storytelling program in Marmet entitled "Haunting in the Hills" and 65 attended a Halloween event that library staff and the advisory board presented at Sissonville.

At the annual West Virginia Library Association Conference in early October Julie Spiegler, now Cross Lanes Branch Librarian, was awarded the Outstanding Merit Award for her service over the years to the West Virginia Library Association, including serving a term as president of the organization.

## **REPORTS OF COMMITTEES:**

1. Building Committee. Mr. Rolston reported that the committee sent out requests for proposals for architectural assistance for the renovation and construction of six branch libraries. Seven firms responded and the committee narrowed the selection down to four firms. Interviews with the four firms will take place on December 5.

Mr. Rolston also reported that the committee discussed purchasing one of the pieces of property on the new main library site. Mr. Rolston indicated he has had an initial discussion with that property owner. Ms. Wright, Mr. Albert and Mr. Heywood subsequently have met previously with representatives of Huntington Bank about the main library project.

2. Personnel Committee Ms. Doyle reviewed the proposed personnel policy changes as follows:

Policy No. 110 – Relocation Assistance: Upon motion by Mrs. Rugeley, seconded by Ms. Poffenbarger, and unanimously carried the Relocation Assistance policy was approved.

Policy No. 201 – Employee Benefits: Mr. Kauffelt moved to table this proposed policy change until additional information can be obtained.

Policy No. 105 – Internal Job Postings: Upon motion by Mrs. Rugeley, seconded by Dr. Byrd, and unanimously carried, Internal Job Postings Policy was approved.

Policy No. 102 – Americans with Disabilities Act. Upon motion by Mrs. Rugeley, seconded by Ms. Poffenbarger, and unanimously carried the personnel policy consistent with the Americans with Disabilities Act was approved.

Policy No. 203 – Educational Assistance. Upon motion by Dr. Byrd, seconded by Mrs. Rugeley, and unanimously carried the Educational Assistance policy was approved.

Policy No. 504 – Personal Appearance. Upon motion by Mrs. Rugeley, seconded by Mr. Rolston, and unanimously carried the Personal Appearance Policy was approved to become effective January 1, 2006.

3. Governmental Relations Committee. Mr. M. Smith reported that information sessions will be held with the legislative delegation on December 6 at 8:00am and December 7 at 4:00pm in the Board Room of the main library.

#### **OLD BUSINESS:**

1. Main Library Project. Mr. Albert reported that the Coordinating Committee meets weekly with Mrs. Rugeley serving as executive secretary of the committee and that the committee was very actively working on several major aspects of the project.

Mr. Albert stated that the event recently held at the home of Ms. Nelle Chilton went very well and at that event Mr. John Ray was honored for his years of service to the KCPL Board.

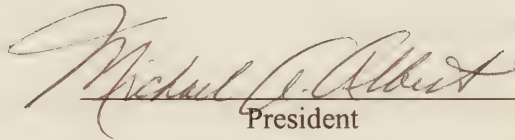
2. Staff Development Day. Ms. Doyle reported that Staff Development Day was held on November 9 with 137 employees in attendance. Ms. Wright stated that this year

the event was held at the Civic Center. Ms. Wright commended Ms. Doyle on her efforts to change locations for this major training event on such very short notice.

**NEW BUSINESS:**

1. Holiday Open Houses. A schedule of Open Houses for the library system was distributed. Ms. Wright stated that the Elk Valley branch will have an open house in February 2006 instead of before the holidays.

There being no further business, the meeting adjourned.

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

MINUTES OF A MEETING OF THE  
BOARD OF DIRECTORS  
HELD ON DECEMBER 12, 2005

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, December 12, 2005 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

|                  |                 |
|------------------|-----------------|
| Dr. Bailey       | Mrs. Rugeley    |
| Dr. Byrd         | Ms. Russell     |
| Ms. Chilton      | Ms. Silbernagel |
| Ms. Cloer        | Mr. M. Smith    |
| Ms. Pauer        | Mr. P. Smith    |
| Ms. Poffenbarger | Ms. Tarr        |
| Mr. Reustle      | Ms. Whitehead   |
| Mr. Rolston      |                 |

Also present were: Ms. Linda Wright, Director, Ms. Caren Doyle, Human Resources Manager, Ms. Linda Miller, Associate Director for Public Services, Mr. Steven Thomas, Assistant Director for Support Services and Ms. Angie Cash, Administrative Assistant.

Guest: Mr. Chris Winton, Ray, Winton and Kelly.

Dr. Bailey presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion by Mr. P. Smith, seconded by Ms. Silbernagel and unanimously carried, the minutes of the November 14, 2005 were approved.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. P. Smith, seconded by Ms. Silbernagel, and unanimously carried, the payment of Book Bills in the amount of \$64,976.88 and the General Bills in the amount of \$160,907.72 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of \$621.42 duly certified and approved in accordance with the Bylaws and on motion of Mr. P. Smith, seconded by Ms. Silbernagel, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of November. Included were the following:

November saw the culmination of a collaborative project with the West Virginia Symphony Orchestra that had been planned over the past several months. On Saturday morning, November 19 the orchestra offered a concert in their Family Discovery concert series. The concert was attended by 1,220 children and adults. The library offered related craft activities before and during the concert, bibliographies with library materials related to the theme and the bookmobile was also parked in front of the Clay Center. Library staff and representatives from the orchestra were both very pleased with the results of this collaboration and library staff received many positive comments from the public.

Also in November the children's school deposit collection received a significant increase in usage compared to the previous November. Staff members in children's services assembled 37 collections for teachers, 16 more than last year.

Children's Book Week was celebrated in November. A special storytelling program was presented by Basil and Maggie Crawford at the Main Library, Clendenin, Cross Lanes and St. Albans. Almost 100 children and adults attended these programs.

The most popular adult program offered in November was a History Alive presentation featuring Chief Ostenaco at the Dunbar Library. 98 people attended this program. Another popular adult program was a program on photography held at the Main Library and presented by local, well known photographer Steve Payne. 35 people attended the program.

The library's maintenance staff spent a good deal of time in November preparing our buildings for the winter weather. This included replacement and repairs to heating units at the Main Library, Dunbar and St. Albans. The maintenance staff also began a project to do significant improvements to the one handicapped rest room at the Main Library.

## **REPORTS OF COMITTEES:**

1. Personnel Committee. Ms. Doyle reviewed the proposed personnel policy # 201 Employee Benefits. Upon motion by Mrs. Rugeley, seconded by Mr. Rolston, and unanimously carried the Employee Benefits policy was approved.
2. Building Committee: Mr. Rolston reported that the committee interviewed the following architectural firms for the branch library projects: Bastian and Harris, Nvisions, Williamson Shriver and ZMM Inc. Mr. Rolston stated that the committee will be meeting again for further discussion.

## **OLD BUSINESS:**

1. Main Library Project. Ms. Wright reported that there were approximately 30 people in attendance at a donor information event held at the home of Betty Chilton earlier this month.

Ms. Wright stated that the Coordinating Committee has begun discussions with the Friends Group in regards to the advocacy campaign.

Copies of the Memorandum of Understanding with the Postal Services was distributed and discussed. There were two changes from the original draft. A copy of the Memorandum of Understanding is attached. Ms. Poffenbarger made a motion to authorize the Board President to sign the Memorandum of Understanding, Mr. M. Smith seconded the motion, and it was unanimously carried.

## **NEW BUSINESS:**

1. Library Foundation. Ms. Chilton stated that the Board of the Library Foundation met and is recommending two candidates for appointment to the Foundation Board, Paige Payne and Otis Laury.

Upon motion by Ms. Chilton, seconded by Ms. Silbernagel, and unanimously carried the following resolution was adopted:

RESOLVED, That Ms. Paige Payne be appointed as a member of the Board of

the Library Foundation of Kanawha County, Inc. with a term to expire June 30, 2008, and

FURTHER RESOLVED, That Mr. Otis Laury be appointed as a member of the Board of the Library Foundation of Kanawha County, Inc. with a term to expire June 30, 2010.

2. Retirement Resolution. Upon motion by Dr. Byrd, seconded by Ms. Russell, and unanimously carried the following resolution was approved:

WHEREAS, Mary Lou Lucas has retired from service with the Kanawha County Public Library effective November 30, 2005, and

WHEREAS, Mary Lou Lucas has been employed by the Kanawha County Public Library since January 31, 1991 at the Elk Valley Branch; and

WHEREAS, Mary Lou Lucas has fulfilled the responsibilities of the position in a highly exemplary fashion including a high degree of dependability, accuracy, punctuality and thoroughness; and

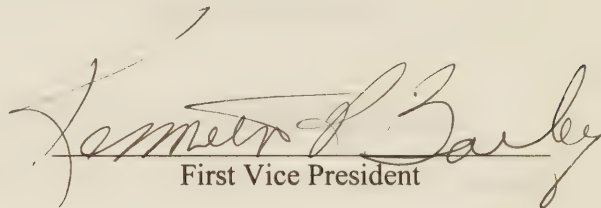
WHEREAS, Mary Lou Lucas worked diligently and enthusiastically to provide the highest quality of service to the patrons of the Elk Valley Branch Library; and

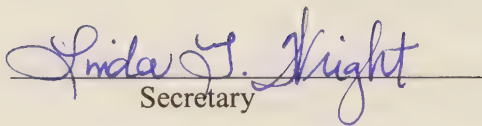
NOW THEREFORE BE IT RESOLVED, That the Board of Directors of the Kanawha County Public Library recognizes with deep appreciation Ms. Lucas' years of service to the library.

AND BE IT FURTHER RESOLVED, That the Board of Directors of the Kanawha County Public Library wishes Ms. Lucas a retirement filled with good health and enjoyment of whatever areas of interest and endeavors she may choose.

AND BE IT FURTHER RESOLVED, That this resolution be spread upon the minutes of this meeting of the Kanawha County Public Library Board of Directors and copy thereof be furnished to Ms. Lucas.

There being no further business, the meeting adjourned.

  
First Vice President

  
Secretary



1600 LAIDLEY TOWER • P.O. BOX 553 • CHARLESTON, WEST VIRGINIA 25322 • TELEPHONE: 304-340-1000 • TELECOPIER: 304-340-1130

DIRECT TELEPHONE: (304) 340-1287

[www.jacksonkelly.com](http://www.jacksonkelly.com)

DIRECT TELECOPIER: (304) 340-1080

E-Mail: [malbert@jacksonkelly.com](mailto:malbert@jacksonkelly.com)

State Bar No. 92

December 14, 2005

Tom Russell, Manager  
Eastern Facilities Service Officer  
P. O. Box 27497  
Greensboro, NC 27498-1103

Dear Mr. Russell:

Enclosed is an executed copy of the Memorandum of Understanding. I want to thank you for your wonderful cooperation in this matter. We look forward to moving ahead with our exciting new Kanawha County Library Project. We will, of course, be in touch with you to discuss further the swap of the properties and the other matters involved.

Once again, thank you for your assistance. I hope you have a happy Holiday Season.

Sincerely yours,

Michael A. Albert

MAA/dmb

Enclosure

cc: Linda Wright (w/enc.)  
Tammy J. Autenrieth

RECEIVED

DEC 16 2005

DIRECTOR'S  
OFFICE

**COPY**





## Memorandum of Understanding for Charleston, West Virginia Property Exchange

The following is based on a meeting with Appalachian District staff for the United States Postal Service and representatives of the Kanawha County Public Library Board ("Library Board") about the possible acquisition by the Library Board of the United States Postal Service ("Postal Service") property located at 1011 to 1015 Lee Street, East, Charleston, West Virginia that the Postal Service owns and is currently using for a parking lot (the "Lee Street Property").

We understand that the Lee Street Property is a vital and absolutely essential piece of property in the footprint for the New Kanawha County Public Library that will be constructed directly across Lee Street from the Post Office's main building in the City of Charleston. As a result, the Library Board would like to effect an exchange of properties for the community good. Under the exchange as we discussed at our meeting, the Library Board would acquire the Lee Street Property and the Library Board in return would provide the Postal Service, on a turn-key basis, an equal replacement property meeting your parking needs (the "Replacement Lot").

Based on our discussions, we would like to set forth in this letter the intent and understanding of both the Library Board and the Postal Service (the "Parties") on this matter as a "Memorandum of Understanding" concerning this proposed transaction. The overall intent and purpose of this Memorandum is to set forth the current expected parameters of the proposed transaction in order to allow the Parties to take positive actions to evaluate the proposed transaction, to determine if it is financially and physically possible and satisfactory to their mutual needs, and to permit them to attempt in good faith to formalize the proposed transaction in a final, formal, and binding contract.

Notwithstanding that either Party or both may expend additional sums or efforts and may change their respective financial positions to their separate detriments in anticipation of entering into a final contract concerning the proposed transaction in the future, the Parties understand, acknowledge, and agree that consistent with customary tradition and practice with "memoranda of understanding" or "letters of intent," this Memorandum is not an enforceable, final contract on the proposed transaction and each Party accepts the risk that such final, formal, and binding contract might not be executed or might not arise.

In this regard and in light of the overall intent and purpose stated above, the Parties intend, understand, and agree that:

1. The Postal Service intends to convey to the Library Board the Lee Street Property that contains 34,212 square feet, more or less, and that is currently improved by a parking lot containing eighty-five (85) parking spaces. In consideration and exchange, therefore, the Library Board intends to convey to the Postal Service the Replacement Lot located and fronting on Dickinson Street containing 34,212 square feet, more or less, which will be improved with a new parking lot.

**COPY**

2. The Library Board intends that the Replacement Lot will contain the following improvements and amenities that will be constructed and installed at the sole cost of the Library Board:

a. The Replacement Lot will be secured by an architecturally acceptable fence at a height of six (6) feet. At its option and in lieu of a fence, the Postal Service has agreed to consider having the Replacement Lot reasonably secured by appropriate landscaping with architectural barriers consistent with the architectural theme of the Library Board's surrounding property.

b. The Replacement Lot will have a vehicular entrance-exit gate controlled by a badge reader or other device consistent with Postal Service specifications and regulations including accessibility by computer system. The Replacement Lot will also have a similar pedestrian entrance-exit gate.

c. The Replacement Lot will have lighting on poles with sufficient foot candles to cover the entire parking area including walkways in accordance with Postal Service or other specifications and regulations.

d. Consistent with Postal Service specifications and regulations, the Replacement Lot will have a security camera system that covers the entire Replacement Lot area.

3. The Parties intend that there will be no disruption and displacement of the Postal Service's parking on the Lee Street Property and that there will be a simultaneous exchange of the lots with a seamless turn over of the parking spaces. However, the Library Board will provide to or compensate the Postal Service for any displacement in parking on the Lee Street lot because of any necessities during construction activities at the New Library.

4. After exchange and turn over of the respective properties, each Party will be solely responsible for the maintenance, repair, and replacement of its separate property.

5. The Parties intend to coordinate and cooperate on long-term security issues involving their properties

6. Postal Service currently has no plans to dispose of the Lee Street property. If, however, the Postal Service, prior to commencement of the construction of the New Library, decides to dispose of the Lee Street property, disposal procedures will follow current guidelines or applicable guidelines at the time of disposal. Guidelines currently have a superior order of offering at market value to 1) Federal Agencies, 2) State Agencies 3) City and County Agencies. It is understood that the Library Board desires to have first right of refusal to purchase the Lee Street Property should the Postal Service decide to dispose of the property. The Postal Service will not interfere with the Library Board in making contact with any interested agency in order to determine if they have intentions of obtaining the property and any negotiating that may occur between that agency and the Library Board

7. Item 6 also applies if the Postal wishes to sell the property at any time after commencement of construction on the Replacement Lot because of the Postal Service's operational changes or needs. If in fact construction has commenced and no other agency is interested in obtaining the property, the Postal service will provide to the Library Board first right of refusal at market value the Replacement Lot.

**COPY**

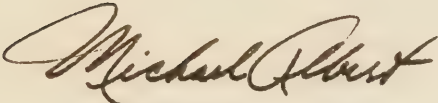
COPY

8. The Parties agree to cooperate in the reasonable use by the general public of the Replacement Lot for temporary parking after-hours in conjunction with other parking lots of the Library Board for special events which may be held on or about the Library Board's property, and the Parties will agree to cooperate in the reasonable use by the Postal Service of the Library Board's conference and meeting facilities without charge.

9. The Parties understand that construction activities for the New Library may not commence until early 2007 and may take two (2) years or more to complete.

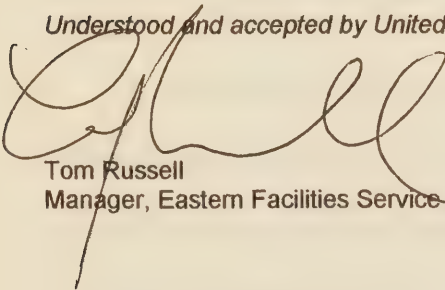
10. Either Party may cancel this Memorandum by giving the other Party sixty (60) days' written notice. In all events, this Memorandum shall terminate three (3) years from the date of acceptance hereof if a final agreement is not executed.

11. Any final agreement on the proposed transaction is expressly contingent upon a formal written contract to be prepared by counsel for the Parties with formal and official approval by the Library's Board of Directors and the Postal Service's proper official or officials.



Michael Albert,  
President  
Kanawha County Public Library Board

Understood and accepted by United States Postal Service this 8th day of December, 2005 by:



Tom Russell  
Manager, Eastern Facilities Service Officer

**COPY**

copy

MINUTES OF A MEETING OF THE  
BOARD OF DIRECTORS

HELD ON

JANUARY 9, 2006

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, January 9, 2006 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

|                  |                 |
|------------------|-----------------|
| Mr. Albert       | Mr. Reustle     |
| Dr. Bailey       | Mr. Rolston     |
| Dr. Byrd         | Mrs. Rugeley    |
| Ms. Chilton      | Ms. Russell     |
| Ms. Cloer        | Ms. Silbernagel |
| Ms. Gage         | Mr. M. Smith    |
| Ms. Poffenbarger | Mr. P. Smith    |

Also present were: Ms. Linda Wright, Library Director, Ms. Linda Miller, Associate Director for Public Services, Mr. Steven Thomas, Assistant Director for Support Services, Ms. Toni Blessing, Popular Materials Department Manager, Ms. Elizabeth Fraser, Reference Department Manager, Ms. Terri McDougal, Children's Department Manager and Ms. Angie Cash, Administrative Assistant.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion by Mr. P. Smith, seconded by Mr. Rolston and unanimously carried, the minutes of the December 12, 2005 meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. P. Smith, seconded by Mrs. Rugeley, and unanimously carried, the payment of Book Bills in the amount of \$89,537.79 and General Bills in the amount of \$113,193.35 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of \$988.14 duly certified and approved in accordance with the Bylaws and on motion of Mr. P. Smith, seconded by Mrs. Rugeley, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of December. Included were the following:

Besides well attended holiday open houses that were offered at most locations, other well attended programs during December included an American Girls program offered by the Main Library Children's Department which attracted 42 attendees, a born to read program featuring trains that was offered by the Main Library Children's Department in the week between Christmas and New Year's which had 40 participants. In addition a knitting program which was a collaborative program between two different departments at the Main Library trying to which "tweens" and again offered during the week between the holidays had 24 participants. A program on the basics of e-bay offered at the Cross Lanes library drew 18 people.

In the area of outreach the Bookmobile participated in the Christmas parades in Charleston and Belle.

The Friends group that was started at the Riverside Branch several years ago was disbanded in 2004 because of lack of attendance. This fall Pat Abbott, Riverside Branch librarian, has worked hard to try to develop a new group. As a result of her efforts about 15 energized community members have come together and very quickly got involved in fund raising and community awareness. They held their first fundraising event, Breakfast with Santa, in the commons area at Riverside on Saturday morning, December 1 and had over 120 children and adults participate in the event.

Caren Doyle, Human Resources Manager, organized a very successful door decorating contest at the Main Library. Due to our severe lack of space it was determined that limiting each participating department to a door would be the fairest way to limit the scope of decorations. This was an extremely successful event and will definitely be repeated next year. The competition was fierce.

**REPORTS OF COMMITTEES:**

1. Financial Affairs Committee. Mr. P. Smith brought before the Board the following resolution from the committee:

RESOLVED, That the following amounts be requested from the various municipalities and local library boards as contributions for the fiscal year 2006/2007:

| Branch      | FY 2006-2007 |
|-------------|--------------|
| Clendenin   | \$3,577      |
| Cross Lanes | \$8,183      |
| Dunbar      | \$59,690     |
| Elk Valley  | \$6,395      |
| Glasgow     | \$678        |
| Marmet      | \$2,826      |
| Riverside   | \$6,470      |
| St. Albans  | \$90,230     |
| Sissonville | \$5,540      |
|             |              |
| Total       | \$183,589    |

Ms. Chilton seconded the above resolution, and it was unanimously carried.

Mr. P. Smith also brought before the Board the following resolution from the committee:

RESOLVED, That \$15,000 be moved from the contingency line in the FY05/06 budget to the professional fees line.

Mr. Rolston seconded the above resolution, and it was unanimously carried.

Mr. P. Smith reported that the committee has revised some of the wording to the Financial Policies Manual, Policy 12, Annual Audit to include legal citations and to improve the wording.

Upon motion by Mr. P. Smith, seconded by Mrs. Rugeley and unanimously carried the following policy as revised was adopted:

**FINANCIAL POLICIES MANUAL  
KANAWHA COUNTY PUBLIC LIBRARY**

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**POLICY NO. 12**

**ANNUAL AUDIT**

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As a public entity (Special Acts 1957, Chapter 178) the Library is subject to an annual financial and compliance audit in accordance with the guidelines set forth by the West Virginia Department of Tax and Revenue (State WV Code Chapter 6, Article 9, Section 7). The State Auditor gives final approval for the audit based on the guidelines and procedures provided to the Library in the Procedures Manual for the Procuring and Conducting Audits and Reviews of Local Governments.

The Accounting Department organizes the financial records for the audit and works with the Library Director in responding to the auditor's questions.

The Department of Tax and Revenue normally requires the audits of the fiscal year ending June 30 to be completed by November 30 of the succeeding fiscal year.

2. Personnel Committee. Dr. Bailey reviewed the proposed revisions to personnel policy # 102 Hiring. Upon motion by Dr. Bailey, seconded by Ms. Poffenbarger, and unanimously carried the Hiring policy was approved.

Dr. Bailey then reviewed the proposed revisions to personnel policy #509 Attendance Guidelines. Ms. McDougal, Ms. Fraser and Ms. Blessing all stated that they believe this policy will help encourage employees to schedule their time off. This policy will also be tied to performance evaluations.

Upon motion by Dr. Bailey, seconded by Ms. Silbernagel, and unanimously carried the Attendance Guidelines policy was approved. It was noted that the Personnel committee has requested a report be presented to the committee in September 2006 concerning the effectiveness of the policy.

Ms. Wright stated that she would like to open the library late one day to hold an all staff meeting to discuss the library building projects. Upon motion by Dr. Bailey, seconded by Ms. Russell, and unanimously carried the following resolution was approved.

RESOLVED, That the Library Director is authorized to open the library system late on one day in order to hold an all staff meeting to discuss the library building projects.

3. Building Committee. Mr. Rolston stated that the committee has been meeting over the last few weeks in attempt to select the architect(s) for the branch projects. The committee

received seven responses from the RFP that was advertised. The committee then met and selected four firms to interview. Mr. Albert indicated that his firm represents two of the architectural firms and, therefore, did not participate in any vote in the committee's consideration of the proposals.

After extensive information gathering and discussion the committee brought before the Board the following resolution before the Board:

RESOLVED, That the Library Director and Assistant Library Director are hereby authorized to negotiate a contract for architectural services with ZMM, Inc. for the design and construction oversight of new facilities to replace the existing library buildings at Elk Valley and Marmet and for additions to the Cross Lanes and Sissonville branch libraries; and

FURTHER RESOLVED, That the Library Director and Assistant Library Director are hereby authorized to negotiate a contract for architectural services with Bastian and Harris Architects for the design and construction oversight of additions and renovations to the Dunbar and St. Albans branch libraries; and

FURTHER RESOLVED, That the contract negotiations should include a process for community input as part of the initial process for developing the design for each of these projects; and

FURTHER RESOLVED, That after review of these contracts by the Building Committee the contracts will be presented to the Board of Directors for final approval.

Upon motion by Mr. Rolston, seconded by Ms. Poffenbarger and all in agreement with the exception of Mr. Albert who abstained from the vote the above resolution was approved.

Mr. Albert stated that a meeting was held Sunday, January 8, 2006 at the Dunbar Branch Library to present information about the branch building projects to representatives from the branch boards and communities. Mr. Albert stated that there was a good turnout for the meeting. All of the Coordinating Committee and several KCPL Board members were present.

### **OLD BUSINESS:**

1. Main Library Project. Mr. Albert stated that the Coordinating Committee continues to meet on a regular basis. Mr. Albert stated that Ms. Jerie Matheney is working on a revised script for the fly through and Maple Creative is working on the case statement.

Mr. Albert indicated that a request for pledges and contributions for the main library project was sent to all members of the Kanawha County Public Library Board and the Library Foundation Board and approximately two-thirds of the members have responded.

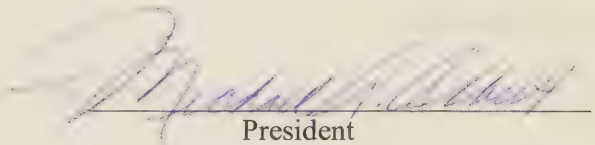
Mr. Albert stated that Ms. Wright and Dr. Bailey met with the Greater Kanawha Valley Foundation regarding handling of the anticipated contributions to the Foundation for the various building projects. The Library does not have adequate accounting staffing to assume this significant additional workload.

### **NEW BUSINESS:**

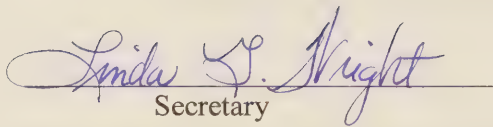
1. Library Day at the Legislature. Ms. Wright stated that the West Virginia Library Association's Library Day at the Legislature is scheduled for February 2, 2006. If anyone is

interested in a ticket for the reception, they will need to contact Angie Cash in the Director's Office.

There being no further business, the meeting adjourned.



Michael J. Smith  
President



Linda S. Knight  
Secretary

MINUTES OF A MEETING OF THE  
BOARD OF DIRECTORS

HELD ON

FEBRUARY 13, 2006

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, February 13, 2006 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

|              |                 |
|--------------|-----------------|
| Mr. Albert   | Ms. Pauer       |
| Dr. Bailey   | Mr. Reustle     |
| Dr. Byrd     | Ms. Silbernagel |
| Ms. Chilton  | Mr. M Smith     |
| Ms. Cloer    | Mr. P. Smith    |
| Mr. Kauffelt | Ms. Tarr        |

Guests: Ms. Sara Sue Wright and Mr. Zeb Wright.

Also present were: Ms. Linda Wright, Library Director, Ms. Linda Miller, Associate Director for Public Services and Ms. Angie Cash, Administrative Assistant.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion by Dr. Byrd, seconded by Mr. P. Smith and unanimously carried, the minutes of the January 9, 2006 meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. P. Smith, seconded by Dr. Bailey, and unanimously carried, the payment of Book Bills in the amount of \$90,522.19 and General Bills in the amount of \$165,945.97 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of \$375.65 duly certified and approved in accordance with the Bylaws and on motion of Mr. P. Smith, seconded by Dr. Bailey, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Mr. Albert welcomed Mrs. Sara Sue Wright and Mr. Zeb Wright to the meeting.

Upon motion by Ms. Chilton, seconded by Dr. Bailey and unanimously carried the following resolution was unanimously approved:

WHEREAS, Sara Sue Wright has submitted her notice of her intent to retire from service effective February 28, 2006; and

WHEREAS, Sara Sue Wright has been employed by the Kanawha County Public Library since July 1, 1972 and has served the public most of those years in the Main Library's Reference Department; and

WHEREAS, Sara Sue Wright has developed an extensive knowledge of reference materials and has used this knowledge to consistently provide the highest quality of reference service; and

WHEREAS, Sara Sue Wright has participated in the ongoing development and management of an outstanding collection of adult print materials at the Main Library; and

WHEREAS, Sara Sue Wright has over the years presented and/or arranged a number of well received programs for the library's adult patrons; and

WHEREAS, Sara Sue Wright has freely shared her knowledge of reference titles, mystery titles and other areas of the collection and aspects of service to provide training to other library staff members; and

WHEREAS, Sara Sue Wright has always fulfilled the responsibilities of her positions in a highly exemplary fashion exhibiting the highest level of dependability, accuracy, and thoroughness.

NOW THEREFORE BE IT RESOLVED, That the Board of Directors of the Kanawha County Public Library takes great pleasure in recognizing with the deepest appreciation Ms. Wright's 33 years of service to the library.

AND BE IT FURTHER RESOLVED, That the Board of Directors of the Kanawha County Public Library wishes Ms. Wright a retirement filled with good health and enjoyment of whatever areas of interest and endeavors she may choose.

AND BE IT FURTHER RESOLVED, That this resolution be spread upon the minutes of this meeting of the Kanawha County Public Library Board of Directors and a copy thereof furnished to Ms. Wright.

Ms. Sara Sue Wright stated that it has been an honor working for the Kanawha County Public Library during her years of employment and she looks forward to using the library along with her granddaughter as a patron.

Ms. Linda Wright stated that a reception for Ms. Sara Sue Wright will be held next Friday, February 24 at 2:00pm in the Ray Room of the Main Library. Ms. Linda Wright invited the board members to attend the reception.

Director's Monthly Report. Ms. Wright gave a report on the activities of the Library for the month of January. Included were the following:

January was National Hobby Month. A number of library locations hosted programs that focused on hobbies. Clendenin offered a “learn to crochet” class for over 30 registrants. Elk Valley had a class on polymer clay with 21 attending. Cross Lanes held a needlecraft program and Dunbar sponsored a program on beading. Other programs offered during January included a showing of children’s movie “Madagascar” at Riverside to an audience of 42 children and parents and the first of a five-part book discussion on the works of Jane Austen at the Main Library. As one staff member stated “Jane Austen still rocks” as we had 26 people sign up for this book.

Also during January we undertook an effort to make more students and parents aware of our Live Homework Help Service. We continue to have about 500 students each month using this online tutoring service and comments from the students continue to give this service very high praise.

For the past two months Cross Lanes has undertaken a major rearrangement of the adult materials to make those materials more accessible as well as reviewing items in the collection for wear and datedness. As a result the appearance and accessibility of the adult collection has improved substantially. At Riverside the staff members have spent a number of hours shifting the entire adult non-fiction collection again with the result that materials, particularly the oversized materials, should be more accessible to their patrons.

## **REPORTS OF COMMITTEES:**

1. Building Committee. Mr. Albert reported that the Building Committee met with Chris Winton to discuss the proposed contracts for ZMM Inc. and Bastian & Harris Architects regarding the branch projects. Some questions were raised at the Building Committee meeting about the contracts and the Committee asked Ms. Wright and Mr. Winton to meet with both firms to discuss those issues. Ms. Wright and Mr. Winton met with Mr. Steve Branner, ZMM Inc. Mr. Branner has agreed to all the suggested changes in the proposal and will supply Ms. Wright with a revised contract. Mr. John Harris, Bastian & Harris was not available to meet prior to today’s Board meeting.

Mr. P. Smith made a motion to accept the contract of ZMM Inc. The motion was not approved due to a lack of a second.

It was decided to defer a vote on this matter until revised contracts from both firms were ready for the Board's consideration.

2. Legal Affairs Committee. Mr. Kauffelt stated that he had reviewed the latest document related to the Bayer Corporation Case. Mr. Kauffelt made a motion to instruct Mr. Chris Winton to do the minimum possible regarding the Bayer Corporation Case. After discussion and upon motion by Dr. Bailey, seconded by Ms. Silbernagel and unanimously carried (Mr. Albert and Ms. Tarr abstained because of a potential conflict of interest), the above resolution was amended to read: Mr. Winton will be instructed to make the least possible effort regarding the Bayer case after first confirming the prosecutors office is going to continue to actively pursue the issue of the Bayer Case.

## **OLD BUSINESS:**

1. Library Day at the Legislature. Ms. Wright reported that approximately one-half of the Kanawha County legislators were present at the West Virginia Library Association's legislative reception. She thanked the Board members who were able to attend this event.

2. Updating Staff Regarding the New Main Library Project. Mr. Albert stated that the Board has committed to keeping the library staff up-to-date on the new main library project

and that an all staff meeting was held this morning at the Christ Church United Methodist in Charleston. Mr. Albert stated that staff members were shown the fly through, Mr. Albert and Mr. Tom Heywood updated staff members on the project and t-shirts were given out to all staff, “Why Dewey need a new library?”, listing the top 10 reasons why we need a new library.

3. New Main Library Project. Mr. Albert stated that the Coordinating Committee has continued to discuss the financing structure for the new main library and branch projects. The committee has recently met again with Ms. Marie Prezioso, financial advisor and Mr. John Stump, bond counsel.

Ms. Jeri Matheny, Foundation Board member, is working on the script for the narration that will be added to the fly through.

Ms. Mary Kay Bond continues to work with Maple Creative on the case statement.

4. Resolution to acknowledge the service of Ron Finney. Upon motion by Mr. Kauffelt, seconded by Ms. Chilton, and unanimously carried the following resolution was approved:

WHEREAS, Ronald Finney has been employed by the Kanawha County Public Library since April 22, 1974; and

WHEREAS, Ronald Finney has served the Library with diligence and caring in collecting overdue library materials; and

WHEREAS, Ronald Finney carried out his assigned tasks as primary Bookmobile driver as well as maintenance oversight for the Bookmobile with great

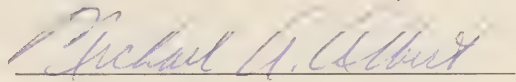
skill and attention to detail;

WHEREAS, Ronald Finney has provided high quality service to the Bookmobile patrons of the Kanawha Valley with great popularity and has fulfilled the responsibilities of his position with competence, loyalty and integrity;

NOW THEREFORE BE IT RESOLVED, That the Board of Directors of the Kanawha County Public Library recognizes with deep appreciation Mr. Finney's many years of service to the library.

AND BE IT FURTHER RESOLVED, That this resolution be spread upon the minutes of this meeting of the Kanawha County Public Library Board of Directors and a copy thereof be furnished to Mr. Finney.

There being no further business, the meeting adjourned.

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary



MINUTES OF A MEETING OF THE  
BOARD OF DIRECTORS

HELD ON

MARCH 13, 2006

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, March 13, 2006 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

|                  |                 |
|------------------|-----------------|
| Mr. Albert       | Mr. Rolston     |
| Dr. Byrd         | Mrs. Rugeley    |
| Ms. Cloer        | Mr. P. Smith    |
| Ms. Gage         | Ms. Silbernagel |
| Mr. Kauffelt     | Ms. Whitehead   |
| Ms. Poffenbarger |                 |

Guests: Mr. Steve Branner and Mr. Hank Walker, ZMM Inc., Mr. Mike Montgomery and Mr. Steve Fridley, K.R. Montgomery & Associates.

Also present were: Ms. Linda Wright, Director, Ms. Linda Miller, Public Services Manager, Mr. Steven Thomas, Assistant Director for Support Services and Ms. Angie Cash, Administrative Assistant.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion by Ms. Cloer, seconded by Mr. Rolston and unanimously carried, the minutes of the February 13, 2006 meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion by Mr. T.D. Kauffelt, seconded by Mrs. Rugeley, and unanimously carried, the payment of Book Bills in the amount of \$84,172.51 and the General Bills in the amount of \$162,108.23 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of \$516.80 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Rugeley, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of February. Included were the following:

The 2006 Sunday Jams music series was again quite successful. Over 400 people of all ages attended the four concerts offered in the Children's Department at the Main Library. The Friends served refreshments for each program. Terri McDougal, Head of Children's Services, is to be commended for organizing this program series.

A number of family programs on birds were held at various locations during February. Over 140 people attended this series of programs.

A number of staff training sessions were held in February. Caren Doyle, Human Resources Manager, conducted a number of training sessions to enable all supervisors to become better informed about the Americans with Disabilities Act, the Family Medical Leave Act, the revised attendance policy and so forth. All locations sent representatives

to a workshop offered by Children's Services on the upcoming Summer Library Club. This workshop enabled staff to become familiar with resources as well as program ideas related to this summer's theme which is art. In a continuing effort to have staff become more knowledgeable about early literacy, Saroj Ghoting a nationally recognized leader in this area, was invited back to provide 20 staff members with additional information on this topic.

## **REPORTS OF COMMITTEES:**

1. Long Range Planning Committee. Ms. Cloer reported that the committee met on Sunday, February 26 at the Dunbar Branch Library to discuss the progress that has been made on the Long Range Plan. Copies of the report were distributed and discussed.
2. Membership Committee. Ms. Poffenbarger reported that terms of office will expire for Dr. Byrd, Ms. Gage and Ms. Silbernagel on June 30, 2006. All three members have been asked and have agreed to serve another six years. Upon motion by Ms. Poffenbarger, seconded by Mrs. Rugeley and unanimously carried the following resolution was adopted:

RESOLVED, that Dr. Charlene Byrd, Ms. Karen Gage and Ms. Anne Silbernagel be recommended to the Kanawha County Board of Education for another six year term to end June 30, 2012.

3. Financial Affairs Committee. Mr. P. Smith reported that the committee met to discuss the amounts being requested from each levying authority. Upon motion by Dr. Byrd, seconded by Mrs. Rugeley, and unanimously carried the following resolutions were approved:

### **Levying Authority - City of Charleston**

RESOLVED, that the Library requests the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce \$841,523 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2006;

RESOLVED FURTHER, that such request be transmitted to said City of Charleston by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the City of Charleston authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.



### **Levying Authority - Kanawha County Commission**

RESOLVED, that the Library requests the County Commission of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce \$2,400,530 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2006;

RESOLVED FURTHER, that such request be transmitted to said County Commission by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the County Commission of Kanawha County authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

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Levying Authority - Board of Education

RESOLVED, that the Library requests the Board of Education of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce \$2,400,530 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2006;

RESOLVED FURTHER, that such request be transmitted to said Board of Education by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the Board of Education of Kanawha County authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

4. Building Committee. Mr. Albert stated that a public announcement about the new main library would be made on April 4 and invited all board members to attend. Mr. Albert also stated that the Coordinating Committee is forming several subcommittees and will be asking board members to serve on these subcommittees.

Mr. Albert then introduced Mr. Steve Branner, President of ZMM, Inc. Mr. Branner stated in November 2001 ZMM Inc. and K.R. Montgomery & Associates were hired by the Library Board to design a new main library. After looking at several possible sites the Library Board determined that the best location for the new main library would be at the corner of Lee Street and Leon Sullivan Way. Mr. Mike Montgomery then presented the fly-through of the schematic design for the new main library.

Upon motion by Mr. Rolston, seconded by Ms. Cloer and unanimously carried the following resolution was approved:

WHEREAS, the Kanawha County Public Library Board of Directors (“Board”), at a meeting held on November 12, 2001, authorized and approved a contract for the architectural services with the ZMM, Inc. (“ZMM”), and K. R. Montgomery & Associates (“K. R. Montgomery”) for the design of a new main library facility (“New Library”); and

WHEREAS, the Board and committees of the Board thereafter met on numerous occasions with Michael Montgomery and others of K. R. Montgomery and with Steve Branner and others from ZMM and discussed the proposed general design concepts for the New Library; and

WHEREAS, the Board at a meeting held on January 13, 2003, generally approved a site for the New Library (“New Library Site”) at the corner of Lee Street and Leon Sullivan Way, subject to the ability of the KCPL to fund the acquisition of the site; and

WHEREAS, the Building Committee of the Board and through the Building Committee the Board itself has received periodic updates from K. R. Montgomery and ZMM about plans and planning for the New Library; and

WHEREAS, Mike Montgomery on behalf of K. R. Montgomery and Steve Branner on behalf of ZMM, met with the Board and discussed the schematic plans for the New Library and responded to questions about those plans and the New Library; and

WHEREAS, the Building Committee of the Board has reported that the Building Committee recommends approval of the schematic design for the New Library;

NOW, THEREFORE, BE IT RESOLVED, That the Board of the Library hereby approves the schematic design for the New Library and authorizes the Officers and Committees of the Board to move forward to attempt to arrange acquisition of the site and to arrange the necessary funding for the construction of the New Library; and further

RESOLVED, That the Director of the Library will make quarterly reports to the Board regarding the status of the New Library and will bring

to the Board any significant questions and concerns relating to the cost, funding or construction of the New Library or the New Library Site; and further

RESOLVED, That the Executive Director and President of the Board are hereby authorized to undertake such acts and execute such documents as may be necessary to carry into effect the foregoing resolutions, consistent with the general and ongoing oversight obligations by the Board of the Library with regard to the cost, funding and construction of the New Library and the New Library Site.

NEW BUSINESS:

1. Bequest from Richard Lord. Ms. Wright reported that she has received notification that the library has been identified as a beneficiary of Mr. Lord's will. Mr. Lord was employed here by Union Carbide and has provided \$10,000 to the library with no stipulations as to its use. Mr. Lord was a resident of Massachusetts at the time of his death.

2. National Library Week. Ms. Wright stated that National Library week is April 2 – 8, 2006. Upon motion by Mr. Kauffelt, seconded by Ms. Silbernagel and unanimously carried the following resolution was approved:

WHEREAS, April 2 through April 8, 2006 is celebrated as National Library Week, and

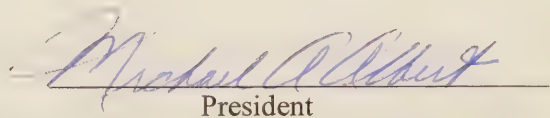
WHEREAS, the Kanawha County Public Library system staff again, during the past year, has exhibited its dedication to continuing the delivery of quality services to library patrons as exemplified by the sustained use of over one million items in the collection each year and the continued success of the West Virginia Book Festival and the summer library clubs for children and adults, and

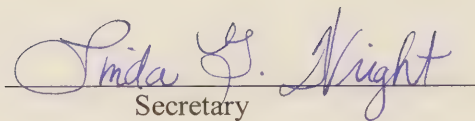
WHEREAS, the Kanawha County Public Library system staff have also planned, programmed and implemented many other activities in the past year that have resulted in the expansion and improvement of library services provided to patrons, and

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the Kanawha County Public Library system here assembled on March 13, 2006 that on the occasion of National Library Week, that the staff of the Kanawha County Public Library system are hereby commended for their continued effort to provide patrons with the most effective services, materials and facilities possible in order to contribute to the level of quality of life desired by the patrons with regard to public library services, and

BE IT FURTHER RESOLVED, by the Board of Directors of the Kanawha County Public Library system that this resolution of commendation be made known to all members of the staff.

There being no further business, the meeting adjourned.


President


Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

APRIL 10, 2006

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, April 10, 2006 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Ms. Pauer
Dr. Bailey	Ms. Poffenbarger
Dr. Byrd	Mrs. Rugeley
Ms. Chilton	Ms. Russell
Ms. Cloer	Mr. M. Smith
Ms. Gage	Mr. P. Smith
Mr. Kauffelt	

Also present were: Ms. Linda Wright, Director, Ms. Linda Miller, Public Services Manager, Mr. Steven Thomas, Assistant Director for Support Services and Ms. Angie Cash, Administrative Assistant.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion by Ms. Chilton, seconded by Mr. Kauffelt, and unanimously carried, the minutes of the March 13, 2006 meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion by Mr. Kauffelt, seconded by Mrs. Rugeley, and unanimously carried, the payment of Book Bills in the amount of \$62,791.14 and the General Bills in the amount of \$142,342.47 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of \$55.21 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Rugeley, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of March. Included were the following:

The Automation Department installed 16 new computers in the Technology Center located on the second floor of the Main Library. These new computers replace the dated computers that came from the original Gates grant. The West Virginia Library Commission has received a second major grant from the Gates Foundation. This grant will replace most of the computers in public libraries throughout the state this summer that were received from the initial Gates Foundation grant.

The Technical Services Department has begun to assume responsibility for the repair of audiovisual materials. These high use materials have a higher rate of repair than print items. This reassignment of the responsibility for repairing these items should result in more public service hours available to serve our users.

Elizabeth Fraser, Head of Reference Services, made a presentation about the library's Foundation Center resources to a grant writing workshop sponsored by the Greater Kanawha Valley Foundation. 47 were in attendance at this workshop.

There were a number of programs presented around the library system during March. The River City Youth Ballet presented a program in very tight quarters at the Elk Valley Branch and 62 attended this program. There were several History Alive

presentations that received a good response. A presentation about Ruby Bradley at Clendenin was attended by 21 people and two presentations about Memphis Tennessee Garrison had 50 in attendance at Dunbar and 250 at a program jointly presented at Andrew Jackson Middle School by the Cross Lanes Branch. Riverside had a great turnout of 55 at a program focused on Dr. Seuss in recognition of his birthday. And then there were the snakes. The perennially popular “Snakes Alive” program returned. There were 322 in attendance at the Main Library where the program was presented twice because of space limitations. 327 came out to see the snakes at St. Albans. In another cooperative program venture, the Sissonville and Cross Lanes branches and the new Cross Lanes location of the YMCA on Rocky Fork Road teamed up to have two presentations of the program at the YMCA. 379 were in attendance for these two programs.

Staff members attended two major conferences during March. The annual conference sponsored by the library automation software vendor we use was held in Nashville. Karen Arnett, Head of Automation Services; Jane Hughes, Head of Technical Services; Kay Ferrill, Dunbar Branch Manager; and Susan Murphy, Public Services Associate attended this conference. The Public Library Association, which holds a national conference every two years, held a conference in Boston. Kathleen Cottay, Head of Public Services at the Main Library, Susanna Holstein, Branch Services Manager, Caren Doyle, Human Resources Manager, Katie Ross, Main Library Children’s Librarian and I attended this conference.

REPORTS OF COMMITTEES:

1. Legal Affairs Committee. Mr. M. Smith reported that Judge King ruled in the library’s favor at a recent hearing regarding the Jacobson Trust Fund. As a result, the Board may use up to one-half of the principal for the new main library project after fulfilling certain minimum other requirements under the Jacobson Trust Fund.
2. Building Committee. Mr. Thomas gave a report on background information regarding an issue concerning the walkway between the KB&T building and the library. The KB&T building is experiencing problems with dampness in the northeast corner of offices located in the basement.

The KB&T property manager has been working on this issue with Pray Construction. Pray Construction is proposing a curb be constructed at a length of approximately 15 feet along the base of the KB&T Building and at the very edge of the walkway next to the KB&T building. It would be concrete and approximately 6 inches high and 4-6 inches wide.

Mr. Thomas stated that Pray Construction, as the contractor, is not willing to sign a hold-harmless agreement with the library.

After discussion and upon motion by Ms. Chilton, seconded by Mr. Kauffelt, and unanimously carried the following resolution was approved:

RESOLVED, That the Board of Directors agrees to the installation of a concrete curb in the alleyway between the library building and the KB&T building built to the specifications detailed in correspondence between Pray Construction, KB&T and the Kanawha County Public Library, however the Board has indicated that the approval and the construction of the concrete curb are subject to the KB&T accepting the following conditions in writing prior to beginning the installation of the concrete curb:

1. A duly authorized representative from KB&T must execute a hold harmless agreement with the Kanawha County Public Library indemnifying the Kanawha County Public Library from for any personal injury or property damage resulting from the installation or existence of the curb or for any additional damage to either of our structures resulting from the installation of the curb.
2. That the Kanawha County Public Library receive an agreement that the curb will be removed at no expense to the Library if at any point its staff and Board

of Directors, with the assistance of professional engineers, determine there is a need to do so in order to avoid some additional damage to the walkway or to avoid additional pooling or ponding on the walkway.

OLD BUSINESS:

1. Coordinating Committee. Mr. Albert reported that the Coordinating Committee has begun restructuring the Coordinating Committee to form five separate substantive subcommittees. Mr. Albert stated that all board members will be asked to serve on a subcommittee or to lend their talents to those committees as and when asked.

Mr. Albert reported that meetings had taken place with several property owners on the proposed block for the New Library; that the Coordinating Committee had talked with a prospective property adviser; that Board representatives had met with the Charleston Urban Renewal Authority, and individually with certain members of the Board of Education. Mr. Albert also stated that a presentation was given to the Charleston City Council.

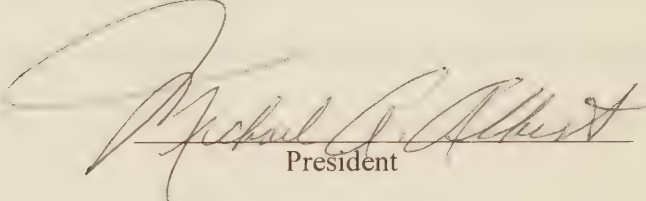
Mr. Albert stated that a press conference was held on April 4 with a good response from those that attended. John Auge's creative efforts for the logo for the campaign, "Open a Modern Classic" was widely praised at the conference.

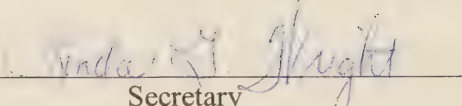
Mr. Albert then reviewed a document that summarized the naming opportunities for the new main library.

2. State Budget for Libraries. Ms. Wright reported that although the Governor's recommended budget proposed a \$500,000 increase in grant-in-aid for public libraries, the budget adopted by the legislature moved the \$500,000 to a special projects line in the Library Commission's budget. In the past this line item was used to handle funds for budget digest projects.

Ms. Wright stated that "Why Dewey Need a New Library" t-shirts are available for sale for \$7.00. Anyone interested in purchasing a t-shirt will need to see Angie Cash.

There being no further business, the meeting adjourned.


President


Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

MAY 8, 2006

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, May 8, 2006 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Dr. Bailey	Mr. Rolston
Ms. Chilton	Mrs. Rugeley
Ms. Cloer	Ms. Silbernagel
Ms. Gage	Mr. M. Smith
Mr. Kauffelt	Mr. P. Smith
Ms. Poffenbarger	Ms. Tarr

Also present were Ms. Linda Wright, Library Director, Ms. Caren Doyle, Human Resources Manager, Mr. Steven Thomas, Assistant Director for Support Services and Ms. Angie Cash, Administrative Assistant.

Dr. Bailey presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion by Ms. Chilton, seconded by Ms. Gage, and unanimously carried, the minutes of the April 10, 2006 meeting were approved.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Gage, and unanimously carried, the payment of Book Bills in the

amount of \$82,378.56 and the General Bills in the amount of \$178,094.26 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of \$229.98 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Gage, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of April. Included were the following:

A number of programs in April were planned around National Library Week and the Week of the Young Child which both took place the week of April 2. Most locations across the system hosted receptions related to the display of children's art work solicited from local day care providers. Approximately 300 people attended these receptions at the various locations. Also during that week local children's author, Sarah Sullivan, was kind enough to present programs at a number of locations around the library system. Cross Lanes hosted a program presented by the River City Youth Ballet which had an attendance of 130 children and adults. St. Albans offered a series of three Sunday afternoon music programs in April that were attended by approximately 160 people.

Some of the library's outreach activities during April included participation in the Charleston YMCA's annual Healthy Kids Day. Information related to the Institute of Museum and Library Services grant was featured in the library's display staffed by members of the Marketing Department and Charleston Children's Services Department. The bookmobile was also present at this event and had a special visitor. Governor Manchin boarded the bookmobile and spoke with staff about how the bookmobile delivers service. Staff reported that the Governor was not aware that any bookmobiles still were operated in the state. Over 400 people came on the bookmobile during this event. Another outreach activity had the Cross Lanes staff exhibiting at the Tyler Mountain YMCA's Community Fair. Charleston Children's Services staff participated in a Central Child Care event held at the Kanawha Mall that had over 200 people in attendance.

REPORTS OF COMMITTEES:

1. Building Committee.

Walkway. Mr. Rolston reported that the Building Committee met to discuss the licensing agreement drafted by Mr. Chris Winton, Ray, Winton, and Kelly, regarding the walkway between the KB&T building and the main library. The Building Committee revised the wording of the agreement and Mr. Thomas spoke with Ms. Julie Kuyk, KB&T representative, to discuss the agreement. Ms. Kuyk has now signed the agreement.

Upon motion by Mr. Rolston, seconded by Mrs. Rugeley, and unanimously carried it was approved to authorize the Board President to sign the license agreement with KB & T regarding the walkway.

Professional Services – Property Acquisition. Mr. Rolston reported that a request for proposal for professional services for property acquisitions for the new main library was placed in the Charleston Newspaper and a number of firms received a mailing of the request for proposal.

Mr. Thomas stated that although he received several phone inquiries no proposals were submitted. The Building Committee met and decided to place the ad in the paper again allowing for an extended deadline. The proposals are due May 25, 2006.

2. Personnel Committee – Policies.

Ms. Doyle reviewed the proposed Security Policy #506. Upon motion by Mrs. Rugeley, seconded by Mr. P. Smith, and unanimously carried the Security Policy #506 was approved.

Ms. Doyle reviewed the proposed Electronic Communication Policy #510. Upon motion by Mrs. Rugeley, seconded by Mr. P. Smith, and unanimously carried the Electronic Communication Policy #510 was approved.

3. Financial Affairs Committee.

Proposed Budget for FY 06/07. Mr. P. Smith presented a report from the committee about the proposed budget for the Library for fiscal year 2006/2007.

After discussion and upon a motion by Mr. P. Smith, seconded by Mrs. Rugeley, and unanimously carried, the attached proposed budget for the fiscal year 2006/2007 was approved.

Jacobson Endowment. Mr. P. Smith reported that the Board of Director's authorized a legal action in regards to the Jacobson Endowment fund seeking permission to use up to one-half of the principal for the new main library project. The court ruled in favor of the library. There was discussion regarding using some of the funds for property acquisition.

Upon motion by Mr. P. Smith, seconded by Ms. Silbernagel, and unanimously carried the following resolution was adopted:

WHEREAS, the Library Board currently has an endowment fund known as the “Bernard H. Jacobson Fund” which was established by instrument dated August 24, 1967;

WHEREAS, the Trust Agreement establishing the Fund places restrictions on the use of the principal and income of the Fund; specifically, the Fund is “to be used to create an endowment fund, the income of which shall be used to purchase books as the directors of said Kanawha County Public Library may select, which books shall be designated as the ‘Bernard H. and Blanche E. Jacobson Collection’ and shall have an appropriate bookplate therein; provided, however, that one-half of the said fund may be used, as and when the Board of Directors of Kanawha County Public Library decides that it is needed, to construct an addition to its library building at Capitol and Quarrier Streets, in the City of Charleston, West Virginia, on the western (Summers Street) side thereof, the said addition to be known as the ‘Jacobson Wing’”;

WHEREAS, the Fund currently has a fair market value in excess of \$1,600,000;

WHEREAS, one express and general intent of Mr. Jacobson in the creation of the Fund was to allow the Library Board to construct an addition to the main library building in downtown Charleston at the intersection of Capitol and Quarrier Streets;

WHEREAS, the Library Board has determined that it is not economically practical to construct an addition to the existing main building and that constructing a new building at another site in downtown Charleston will better serve the Library’s patrons;

WHEREAS, the Library Board has received the opinion of its legal counsel that under the legal doctrine of *cy pres*, Mr. Jacobson’s express and general intent to use the Fund for a capital improvement of the main library building can be properly satisfied by using the Fund to construct the proposed new building at the intersection of Leon Sullivan Way and Washington Street;

WHEREAS, the Library Board authorized and directed the President and Library Director and their delegates to take any and all actions which they deem necessary and appropriate, in consultation with the Legal Affairs Committee, including authority to commence any

legal proceedings which may be deemed advisable to ratify and confirm the action taken by the Library Board in these premises, to secure, obtain, spend, and use one-half (1/2) of the principal of the Jacobson Fund in constructing the proposed new main library building at the intersection of Leon Sullivan Way and Washington Street including acquisition of parcels of real estate by deed, option, donation, or eminent domain and that a wing or section of the new building will thereafter be named for Bernard H. and Blanche E. Jacobson in their honor as required by the endowment restrictions.

WHEREAS an appropriate civil action was filed with the Circuit Court of Kanawha County, West Virginia, and said Court, by Order entered on March 31, 2006 ("Order"), held and ruled under the doctrine of cy pres that up to one-half (1/2) of the principal of the Jacobson Fund could be used by the Library Board on the construction of a new main library building in Charleston, Kanawha County, West Virginia at a location other than Summers Street so long as the new building is located in Charleston, Kanawha County, West Virginia and so long as a wing or section of the new building is named after Bernard H. & Blanche E. Jacobson; and

WHEREAS it is the desire of the Kanawha County Public Library Board to begin to purchase property on the approved site for this new facility in Charleston, Kanawha County, West Virginia, and to authorize accessing of such funds for such purpose;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors hereby approves the use of up to \$800,000 of the Jacobson Endowment for the purpose of purchasing property for the new main library building in Charleston, Kanawha County, West Virginia; and be it further

RESOLVED, that in the event that the Library Board (i) expends funds for the purchase of property that is identified as being purchased specifically from funds provided by the Jacobson Endowment and (ii) does not use such property as a part of the new Library project, any proceeds from the subsequent disposition of that property by the Library Board shall be returned to the Jacobson Endowment for use as directed by the terms and conditions governing the Jacobson Endowment, as modified by the Order; and be it further

RESOLVED, that the President and Library Director be and they hereby are authorized to sign any documents or take any steps necessary or incidental to access such funds in the Jacobson Endowment for the purposes of acquiring parcels of real estate in Charleston,

Kanawha County, West Virginia by deed, option, donation or eminent domain; provided, however, that the specific purchase, option or other actions to acquire any such real property shall be approved as otherwise required by resolution of the Library Board; and be it further

RESOLVED, that if the Library Board expends such funds from the Jacobson Endowment to acquire such real property a wing or section of the new building will be named after Bernard H. & Blanche E. Jacobson, which will be specifically identified by the Library Board at a later date before or at the dedication of the new main library building.

After further discussion Mr. Kauffelt moved that the above resolution be amended to read “subject to obtaining an amended order from the circuit court to specifically state that the purchase of property with these funds be allowed.” Mr. Rolston seconded the motion and it was unanimously carried.

OLD BUSINESS:

1. Coordinating Committee. Dr. Bailey reported that the Coordinating Committee continues to meet on a weekly basis. Ms. Wright along with Steve Branner and Hank Walker, ZMM Inc., have met with the branch advisory boards of Cross Lanes, Elk Valley, Marmet and Sissonville branch libraries to discuss the branch projects. Ms. Wright and John Harris, Bastian and Harris, have met with the branch boards of the Dunbar and St. Albans branch libraries.

Dr. Bailey stated that a public meeting was held at the Sissonville Branch library and that several other public meetings will be held in other branch communities over the next month to discuss the building projects and to gain public input.

The Coordinating Committee met with Ms. Kathleen DuBois, fund raising consultant, who is developing a proposal to help with fund raising.

Several conversations have taken place with property owners on the new main library site. Mr. Albert and Ms. Wright met with Mr. William Booker of the Daywood Foundation. Ms. Wright and Dr. Bailey attended a Board of Education meeting when the library bond issue was on the agenda. The issue was subsequently tabled.

2. Reappointment of Board Members. Ms. Wright reported that the Board of Education has approved reappointment of Dr. Byrd, Ms. Gage and Ms. Silbernagel for another six-year term ending June 2012.

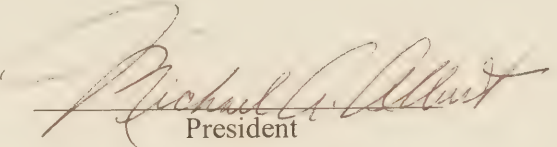
NEW BUSINESS:

1. Nominating Committee. Ms. Wright stated that Mr. Albert has appointed Ms. Chilton, Mr. Kauffelt, and Mrs. Rugeley to serve as the KCPL Board Nominating Committee with Mrs. Rugeley to serve as Chair. The committee will make a report at the June meeting.

2. Street Fair. Ms. Wright stated that the Street Fair will be held on June 24, 2006 in conjunction with Festival.

3. Annual Meeting. Ms. Wright stated that the Annual Board of Director's meeting will be held on July 10, 2006 at 2:00pm at the Cross Lanes branch library.

There being no further business the meeting was adjourned.


President


Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

JUNE 12, 2006

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, June 12, 2006 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Ms. Poffenbarger
Dr. Bailey	Mr. Rolston
Dr. Byrd	Ms. Russell
Ms. Chilton	Ms. Silbernagel
Ms. Cloer	Mr. M. Smith
Mr. Kauffelt	Ms. Tarr
Ms. Pauer	Ms. Whitehead

Also present were: Ms. Linda Wright, Director and Ms. Angie Cash, Administrative Assistant.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion of Ms. Chilton, seconded by Mr. Kauffelt and unanimously carried, the minutes of the May 8, 2006 meeting were approved as mailed.

Approval of Bills. In accordance with Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Poffenbarger, and unanimously carried, the payment of Book Bills in the amount of \$92,999.96 and the General Bills in the amount of \$147,239.07 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of \$577.03 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Poffenbarger, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of May. Included were the following:

Public Service staff members spent numerous hours during May in activities related to the summer reading programs. This year we have three programs; children, teens and adults. They spent time in promoting the children's summer library club in elementary schools across the county as well as preparing for the launch of the program. Terri McDougal participated in a radio and television interview to promote the program. Some examples of programs offered to the public in May include the second annual Pet Parade in Clendenin which drew 26 enthusiastic participants. A Woodworking 101 program was offered at the Main Library and Riverside which drew 30 attendees. The most unusual program offered in May was a Scottish flute class at Sissonville. Two classes were offered and 17 attended the first class and 11 people attended the second.

Outreach activities during the month included the Bookmobile's participation in the annual Thomas Hospital's Health and Safety Fair on May 6. This event was attended by 375 people. The library again had an exhibit at the two day Senior Expo at the Civic Center. The library also participated in the East End Health Fair at Christ Church to promote the IMLS grant of children's health and wellness.

In the area of training Toni Blessing, Popular Library Manager, attended the Book Expo in Washington D.C. This is the largest book trade fair in the country and gives

librarians and booksellers the opportunity to connect with numerous publishers and authors. Lori Falin, recently promoted to a cataloger position in Technical Services, participated in a Marc Tag Basics course offered by our regional network, PALINET. Caren Doyle, Human Resources Manager, attended a seminar on employment law.

The installation of the curb in the walkway next to the KB&T building that the Board recently approved was installed in May by Pray Construction. Some examples of other building improvements accomplished in May include the replacement of the carpeting in the Ray Room, remodeling of a storage closet in Children's, preparation of two spaces at the Main Library to be used as office spaces for development staff and the web coordinator.

REPORTS OF COMMITTEES:

1. Building Committee. Mr. Rolston reported that the committee met and interviewed Mr. Michael Thompson, RealCorp and Mr. John Campbell, Charter Associates for assistance with property acquisitions for the new main library. The committee has not made a decision at this time regarding which firm to hire.

At this point in the meeting Mr. Albert advised the Board that the report of the Building Committee would include matters involving the purchase of property that should be dealt with in executive session pursuant to WV Code Section 6-9A-4(b)(9). Whereupon Ms. Tarr moved and Ms. Silbernagel seconded, that the Board go into executive session to receive the report of the Building Committee; the motion to go into executive session was unanimously approved by the Board.

Following the adjournment of the executive session, the public Board meeting resumed.

After discussion and upon motion by Mr. Kauffelt, seconded by Ms. Cloer and unanimously carried the following resolution was adopted:

WHEREAS, the Kanawha County Public Library ("KCPL") has selected the site of the proposed new main Library ("New Library") in Charleston, such site being within the block bounded by Quarrier, Dickinson, and Lee Streets and Leon Sullivan Way; and

WHEREAS, Mr. James Fletcher, the owner of one of the tracts within the footprint of the proposed New Library building has indicated that the tract is available for purchase, such tract being a commercial building and related tract located at 213 Leon Sullivan Way (the "Property"); and

WHEREAS, owner of the Property has indicated that he will sell the Property to the KCPL for a certain sum as discussed with the Board of Directors in executive session; and

WHEREAS, the Board believes that the President and the Director of the KCPL should attempt to purchase the property at a value consistent with the appraisal of the property by the Library's appraiser in a report dated June 30, 2003, as adjusted by the appraiser for certain escalators through June 1, 2006;

NOW THEREFORE BE IT RESOLVED, that the Board of the KCPL authorizes the President or the Director on behalf of the KCPL to enter into a purchase agreement or other instrument in order to purchase the Property from Mr. Fletcher at or below the price discussed with the Board in executive session, such purchase to be funded either from the KCPL unencumbered fund balance or in such other manner as provided in these resolutions and that any such purchase contain provisions conditioning such purchase on the right of the Board to review and be satisfied with an environmental review of the property, including the possible existence of asbestos, underground tanks or other environmental issues that might exist; and

RESOLVED, that, in the event that the President and the Director are not able to secure the purchase of the Property for the amount provided, they return to the Board for any further authority prior to attempting to purchase said Property for a price in excess of that amount; and

RESOLVED, that the President and Director be, and they hereby are, also authorized to request any donor interested in purchasing the Property from Mr. Fletcher for and on behalf of the Library, subject to later adequate

fundraising, and donating it to the KCPL to undertake to do so at such a price as may be agreed between Mr. Fletcher and said donor; and

RESOLVED, that the President and Library Director be, and they hereby are, authorized to sign any documents or take any steps necessary or incidental to carrying out the foregoing resolutions.

2. Nominating Committee. Ms. Chilton reported that the committee had met and were recommending that the current slate of officers be continued for another year:

President – Michael Albert
1st Vice President – Kenneth Bailey
2nd Vice President – Matt Smith
Secretary/Treasurer – Linda Wright

Mr. Albert asked if there were any comments or questions. He stated that the election of officers would take place at the annual meeting in July.

3. Financial Affairs. Upon motion by Mr. Kauffelt, seconded by Ms. Poffenbarger and unanimously carried the following resolution was approved:

RESOLVED, That the Kanawha County Public Library budget for FY 2005/06 be amended by \$47,042 received from the West Virginia Library Commission as reimbursement for purchase of public access computers.

OLD BUSINESS:

1. Coordinating Committee. Mr. Albert stated that the Library Foundation has contracted with Kathleen DuBois, Progressity, for an initial three months of fund

raising/strategy consultation.

Public meetings were held during May at Cross Lanes, Dunbar, Marmet and St. Albans to discuss branch projects.

Cindy Miller is working on a 20 minute presentation about the building projects for use by volunteers selected for a speakers bureau.

NEW BUSINESS:

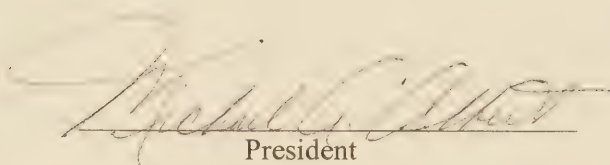
1. Request for appointment of Library Foundation Board members. Upon motion by Ms. Chilton, seconded by Ms. Poffenbarger, and unanimously carried the following resolution was approved:

RESOLVED, That the following people be reappointed as members of the Board of the Library Foundation of Kanawha County:

Mary Kay Bond for a term ending 6/30/12
Nelle R. Chilton for a term ending 6/30/12
William Maxwell Davis for a term ending 6/30/12
Jennie Ferretti for a term ending 6/30/12

2. Solicitation of volunteers to help staff library building projects display at Street Fair. Ms. Wright asked for volunteers to help staff this display at the June 24, 2006 Street Fair.

There being no further business, the meeting was adjourned.


President


Secretary

